The Uttar Pradesh Jail Manual 2022

INDEX OF CHAPTERS

CHAPTERS	SUBJECTS	PAGE
CHAPTER-1	INTRODUCTION	3
CHAPTER-2	DEFINITIONS	4
CHAPTER-3	CLASSIFICATION OF JAIL	6
CHAPTER-4	RESERVATION OF JAILS FOR VARIOUS CLASSES OF PRISONERS	7
CHAPTER-5	ADMISSION OF PRISONERS	9
CHAPTER-6	PROPERTY OF PRISONERS	23
CHAPTER-7	PETITIONS AND APPEALS	26
CHAPTER-8	RELEASE OF PRISONERS	32
CHAPTER-9	TRANSFER AND REPATRIATION OF PRISONERS	41
CHAPTER-10	THE REMISSION SYSTEM AND PREMATURE RELEASE	49
CHAPTER-11	CONVICT OFFICERS	63
CHAPTER-12	REVISING BOARDS	68
CHAPTER-13	RELEASE ON PROBATION, PAROLE AND HOME LEAVE	73
CHAPTER-14	CLASSIFICATION AND SEPARATION OF PRISONERS	77
CHAPTER-15	SUPERIOR CLASS CONVICTS	83
CHAPTER-16	SIMPLE IMPRISONMENT CONVICTS	86
CHAPTER-17	YOUNG ADULT PRISONERS	88
CHAPTER-18	FEMALE PRISONERS AND CHILDREN	91
CHAPTER-19	CONVICTS UNDER SENTENCE OF DEATH	99
CHAPTER-20	UNDERTRIAL PRISONERS	110
CHAPTER-21	CIVIL PRISONERS	120
CHAPTER-22	MENTALLY ILL PRISONERS	125
CHAPTER-23	DIETARY	131
CHAPTER-24	CLOTHING AND EQUIPMENT	139
CHAPTER-25	HYGIENE AND EPIDEMICS	145
CHAPTER-26	ACCIDENTS, DEATHS AND DISPOSAL OF THE DEAD	153
CHAPTER-27	VISITORS	157
CHAPTER-28	COMMUNICATION, INTERVIEWS AND LETTERS	165
CHAPTER-29	REFORMATIVE INFLUENCES	172
CHAPTER-30	DISCIPLINE AND NIGHT WATCH	178
CHAPTER-31	HANDCUFFS AND FETTERS	189

CHAPTER-32	OFFENCES AND PUNISHMENTS	190
CHAPTER-33	ESCAPES AND OUTBREAKS	197
CHAPTER-34	PRISONERS IN CELLS	203
CHAPTER-35	PRISONERS IN HIGH SECURITY	205
CHAPTER-36	JAIL INDUSTRIES AND LABOUR	207
CHAPTER-37	THE JAIL GARDEN AND CATTLE	216
CHAPTER-38	THE DIRECTOR GENERAL/INSPECTOR GENERAL OF PRISON & HEADQUARTERS ORGANISATION	221
CHAPTER-39	THE DISTRICT MAGISTRATE	226
CHAPTER-40	ESTABLISHMENT	228
CHAPTER-41	THE SUPERINTENDENT	235
CHAPTER-42	THE MEDICAL SUPERINTENDENT, THE MEDICAL OFFICER AND PARAMEDICAL STAFF	242
CHAPTER-43	JAIL OFFICERS	255
CHAPTER-44	SECURITY DEPOSITS	262
CHAPTER-45	THE JAILOR	264
CHAPTER-46	DEPUTY JAILORS	269
CHAPTER-47	WARDERS ON INTRAMURAL DUTY	270
CHAPTER-48	THE KEYS AND THE GATE-KEEPER	273
CHAPTER-49	WARDER ON FEMALE PRISON DUTY	278
CHAPTER-50	WARDERS ON EXTRAMURAL DUTY	280
CHAPTER-51	DRILLS, ARMS AND AMMUNITIONS	284
CHAPTER-52	UNIFORMS	289
CHAPTER-53	PROCUREMENT AND STORAGE OF ARTICLES	300
CHAPTER-54	WORKS	305
CHAPTER-55	ACCOUNTS	308
CHAPTER-56	REGISTERS, CORRESPONDENCE, RETURNS AND FORMS	314
CHAPTER-57	STAFF DEVELOPMENT	324
CHAPTER-58	DUTIES OF OTHER STAFF	328
CHAPTER-59	STATE PRISON ADVISARY BOARD-POLICY AND DEVELOPMENT	332
	INDEX OF APPENDICES A,B,C,D & 1/17	

Uttar Pradesh shasan

Karagaar prashasan evam sudhaar Anubhag-4

In pursuance of the provision of clause (3) of Article 348 of the Constitution the Governor is pleased to order the publication of the following English Translation of Notification

No. 103/2022/1275/22-4-2022-80(2)/2000

Dated , 17.08. 2022

NOTIFICATION

No. 103/2022/1275/22-4-2022-80(2)/2000

LUCKNOW, DATED : 17.08. 2022

In exercise of the powers under section 59 of the Prison Act 1894 (Act no.9 of 1894) and in supersession of the existing U.P. Jail Manual, other rules on the subject and any existing inconsistent or contrary rule, Government orders, directions or notifications issued for administration and management of prisons and other incidental matters, the Governor is pleased to make the following rules for administration and management of prisons in Uttar Pradesh and its related institutions as follows.

Short titles, extent, and commencement

Uttar Pradesh Jail Manual, 2022

CHAPTER-1

PRELIMINARY

1. (1) These rules may be called the Uttar Pradesh Jail Manual, 2022.

(2) It extended to the whole of Uttar Pradesh and shall be applicable to all the prisons in Uttar Pradesh, related institution, prisoners and personnels.

(3) They shall come into force with effect from the date of their publication in the Gazette.

	CHAPTER- 2 DEFINITIONS
Definitions	**2.** In this manual unless there is anything repugnant in a subject or context **(a)"Act" means 'the Prisons Act of 1894 (Act no. ix of 1894)";** **(b) "Adult prisoner"-** mean a prisoner who has attained 21 years of age; **(c) "Casual offender"** means a prisoner who is a first offender and lapses into crime not because he has a criminal mentality but on account of his surrounding, physical disability or mental deficiency. The term 'first offender' in the case of a prisoner committed to or detained in prison under section 122 of the Codeof Criminal Procedure, 1973, will mean a prisoner thus committed to or detained in prison for the first time; **(d) "Civil prisoner"** means any prisoner who is not a criminal prisoner; **(e) "Confinement"** means confinement in a prison and includes detention therein, under any law providing for preventive detention; **(f) "Concentration jail"** means a jail specification for a Particular category of prisoners; **(g) "Convicted prisoner or Convict"** means any prisoner under sentence of a court exercising criminal jurisdiction or court martial and includes a person detained in prison under the provisions of chapter VIII of the Code of Criminal Procedure, 1973 or under the Prisoners Act of 1900. It also includes a convict who is also an undertrial in any other case; **(h) "Condemned convict"** means convict whose death sentence is confirmed; **(i) ''Correctional Administration''** The administration of services aimed at the reformation and rehabilitation of the prisoners; **(J) "Court"** means a court established by any law in force and includes any officer or authority vested with the powers for exercising civil, preventive or criminal jurisdiction under that law in force. **(k) "Criminal prisoners"** means any prisoner duly committed to custody under the writ, warrant or order of any Court or authority exercising criminal jurisdiction, or by order of a court martial; **(l) "Detenue"** means any person detained in prison by warrant, writ or order issued under any law providing for preventive detention or any person detained without any opportunity for consideration under any law for the time being in force; **(m) "Geriatric prisoner''** A prisoner who is 60 years of age or above and medically unable to manage his/her daily affairs independently;

	(n) "Habitual offender" means a prisoner who has not been classified as casual; **(o) "High-risk Prisoner''** means A prisoner with high propensity towards violence, escape, self-harm, disorderly behaviour, likely to create unrest in the jail or threat to law and order or security of state. It also includes prisoners intermittently suffering from suicidal tendencies and prisoners with substance-related and addictive disorders suffering from intermittent violent behaviour, prisoner under potential threat to his or others life; **(p) "History ticket"** means the ticket exhibiting such information as is required in respect of each prisoner by the Act or the rules there under; **(q) "Infirm gang"** means a prisoner not physically or mentally strong specially through age or illness; **(r) "Jailor"** means an officer of jail as defined in Prisons Act, 1894; **(s) "Manual"** means Uttar Pradesh Jail Manual, 2022; **(t) "Medical Superintendent"** means the senior most Medical Officer of the prison.; **(u) "Professional criminal"** means any person convicted of an offence punishable under Chapters XII, XVI, XVII and XVIII of the Indian Penal Code, 1860; **(v) "Prison**" means a place as defined in Prisons Act, 1894; **(w) "Superintendent"** means an officer appointed by the State Government to be in-charge of the prison and to perform such functions as provided in the Prisons Act, 1894 and the rules made there under. "Superintendent" includes "Senior Superintendent" also; **(x) "State"** means the state of Uttar Pradesh; **(y) "Young adult prisoner"** means a prisoner who has attained the age of 18 years and is below the age of 21 years; **(2)** Words and expressions used and not defined but defined in this Mainual in the Prison Act,1894 (Act no. IX of 1894) shall have the meaning as assigned to them in the said Act.

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	CHAPTER-3 **CLASSIFICATION OF JAIL**
Classes of Jails	**3.** The Jails in Uttar Pradesh are classified as below: (a) Central prisons; (b) District Jails; (c) Sub- Jails; and (d) Specialised Jail Institutions: (i) Semi-open prison "Model Prison;"at Lucknow (ii) Open Camps/Colonies; (iii) Central Prison for Women; (iv) Central Prison for Young Adults **(v)** High security prisons for high risk or professional or habitual prisoners. a) District Jail Lucknow b) District Jail Chitrakoot c) District Jail Gautambuddh Nagar d) District Jail Azamgarh e) District Jail Lalitpur f) Central Jail Bareilly-2
Central Prisons	**4.** Central prisons have accommodation ordinarily for long term convicts. There are seven Central prisons and they are situated at Agra, Naini (Prayagraj), Bareilly 1, Bareilly 2, Varanasi Fatehgarh and Eatwah Districts.
District Jails	**5.** There are four classes of District Jails: (a) Class 'A' – having average population ordinarily for prisoners exceeding 2000; (b) Class 'B' - having average population ordinarily for 1501-2000 prisoners; (c) Class 'C' - having average population ordinarily for 1001-1500 prisoners; and, (d) Class 'D" - having average population upto 1000 prisoners. **A list of district jails is given in Appendix-I.**
Sub Jails	**6.**These Jails are situated at- **(i)** Deoband in district Saharanpur; **(ii)** Mahoba in district Mahoba.
Specialised Jail Institutions	**7.** **i-** Semi-open prison "Model Prison;" at Lucknow. **(Appendix-IV)** **ii-** Nari Bandi Niketan at Lucknow. **iii-** Kishore Sadan at Bareilly. **iv-** High Security Jail at Lalitpur.

CHAPTER- 4

RESERVATION OF JAILS FOR VARIOUS CLASSES OF PRISONERS

Classes of convicts to be confined in Central Jail and District Jails	**8.** The classes of convicts to be ordinarily confined in Central Jail, different classes of District Jails and Specialized Jail Institutions are specified as below :- **(i) Central Jail-** Adult prisoners sentenced to imprisonment for life or for term of imprisonment of exceeding seven years. **(ii) District Jails-** Prisoners sentenced to imprisonment for a term not exceeding seven years. **(iii)** Specialized Jail Institutions- Convicted prisoners selected for that particular institution under rules laid down thereof.
Under trial prisoners, civil prisoners and prisoners sentenced to simple imprisonment	**9.** Under trial prisoners, civil prisoners and prisoners sentenced to simple imprisonment shall ordinarily be confined in the District Jails of the district where such prisoners undergo trial or are committed to prison.
Female prisoners	**10.** **(a)-** Female prisoners shall ordinarily be confined in the District Jails of the district where such prisoners undergo trial or are committed to prison. All convicted female prisoners sentenced to five years or more shall be transferred to Central Prison for Women or Nari Bandi niketan at Lucknow. **(b)-** The rules applicable for home leave to convicts of Model Prison shall apply mutatis mutandis to the convicts lodged in the Central Prison for Women.
Confinement of prisoners suffering from mental aberrations	**11.** Prisoners suffering from mental aberrations in a certifiable form shall be shifted to mental hospitals as per the provisions of the Mental Healthcare Act, 2017. (Act no.10 of 2017)
Certain Jails reserved for particular classes of prisoners	**12.** The reserved Jails for various classes of prisoners are as follows:- **(1)** Convicts sentenced to death: District Jails at Agra, Meerut, Saharanpur, Sitapur and Central Prison at Naini (Prayagraj). **(2)** Convicts who were personnels of the Police or Jail department before conviction may be lodged in jails other than that of the districts in which they were employed. The Jail shall be decided by the Deputy Inspector General of the Range. In case such prisoner is to be shifted to a jail outside the range, it shall be decided by the Director General (Prisons)..

Power to notify particular premises as a Jail	**13.** The State Government, whenever is satisfied that it is necessary to extend the provisions of the Prisons Act, 1894 and the rules framed there under to any subsidiary jail or special place of confinement appointed under section 417 of the Code of Criminal Procedure, 1973 and to the officers employed and the prisoners confined there in, may by notification extend all or any of the provisions of the aforesaid Act or the rules framed there under to such subsidiary jail or place of confinement and to the officers employed and the prisoners confined therein.

CHAPTER- 5 ADMISSION OF PRISONERS	
Statutory provisions	**14.** The provision relating to admission, discharge and removal of prisoners from one prison to another contained in sections 24 to 26 of the Act must be carefully followed.
Warrant, etc. to accompany each prisoners	**15.**The Superintendent or the Jailor shall receive and detain all prisoners duly committed to his custody by any court or magistrate according to the directions contained in any writ, warrant or order by which such prisoner has been committed. In case no regular warrant or order accompanies the prisoner, the Superintendent or the Jailor shall immediately apply to the authority which forwarded the prisoner for the necessary order and other documents and shall detain the prisoner until the regular warrant or order, signed by an authorised court or magistrate, has been received.
Verification of particulars in warrant etc	**16.** Before admitting a prisoner, the Jailor or the deputy jailor present on duty shall question him and ascertain that his name and other particulars correspond with those entered in the writ, warrant or order, and shall give a receipt to the police officer in-charge of the escort.
Time of admission of convicted and undertrial prisoners	**17**. All convicted prisoners shall be admitted irrespective of the time at which they may arrive at a prison. Undertrial prisoners shall not be admitted after the jail has been locked up for the night without the written orders of a magistrate.
Prisoners received after lock-up time	**18.** Prisoners received in a jail after it has been locked up shall be confined in separate cells or barracks reserved for this purpose for the night under proper custody. Other barracks shall not be opened at night for this purpose.
New prisoners to be placed in quarantine	**19.** Efficient quarantine is the most effective barrier against the introduction of infectious diseases into a jail, and the Superintendent should arrange to place all prisoners newly admitted to his jail in quarantine for at least ten days. Every newly admitted prisoner will be subjected to a programme of orientation so as to inform him about the rules and regulations. His rights and duties as a prisoner will be clearly displayed at main part of the prison and explained to him in a language he understands.

	The assessment of his background and needs will also be made by the jailor, subject to the control of the Superintendent to decide the appropriate placement within the prison.
Examination of prisoners on admission	**20.** Every prisoner on arrival at the main gate, and before he is locked up in the quarantine enclosure shall be examined carefully by the medical subordinate in the presence of the Jailor or other officer on duty. If the Medical Officer is not present for any reason, the prisoner shall be examined by him as soon as he arrives at jail. The name of the prisoner, the time of examination with special reference to any injuries, wounds, contusions or abrasions detected shall be entered in injury register and the entries shall be signed by the Medical Officer and counter signed by the Jailor or the Deputy Jailor on duty.
Injury Report	**21.** Whenever any admitted prisoner is reported as suffering from simple or grievous hurt as defined in sections 319 and 320 of the Indian Penal Code, an injury report shall be completed with the least possible delay. **This is important** (1) to ensure that immediate action is taken under paragraph 23; and (2) to protect jail officers from false charges of ill-treatment. It is the duty of the Medical Officer to bring injuries, if any, to the notice of the Medical Superintendent andthe Superintendent as soon as possible, vide paragraph 982.
Report of recent injuries etc to the District Magistrate and the court concerned	**22-** The Superintendent shall report at once to the District Magistrate and court concerned full particulars of any recent injuries, wounds, contusions or abrasions etc. found on the person of any prisoner, which appear to be due to violence and which are not explained by the nature of the case in which the prisoner is accused or convicted.
Prisoner to wash himself and his clothing on admission	**23.** Every prisoner shall, on admission, be required to wash himself and his clothing thoroughly.
Supply of jail clothing, etc., to convicts-	**24.** Every convict shall be provided with jail clothing and equipment as provided in Appendix B.

Procedure at medical examination	**25** Every convict shall be brought for examination fully equipped with clothing before the Medical Officer, who shall enter in the admission register the state of health of the convict, whether good, indifferent or bad, together with such observations in regard to his physical or mental condition as he may consider necessary, and in the case of a convict who is sentenced to rigorous imprisonment, the class of labour for which he is fit, whether hard, medium or light. While describing a prisoner's health as bad or indifferent, the Medical Officer shall enter the reasons so far as they may be ascertainable, such as enlarged spleen, anaemia, etc. The Medical Officer shall also record whether the prisoner has been vaccinated or not. All columns, regarding health as provided in the form prescribed by the National Human Rights Commission shall be completed under name and signature of the Medical Officer. The convicts shall, after being examined by the Medical Officer be brought before the Superintendent and the undertrial prisoners before the Jailor. The Medical Officer shall maintain a Medical History Sheet to record the following details pertaining to the day-to-day medical condition and treatment provided to prisoners in the prison hospital: **1**-details of the vaccination given and the result; **2-**admission to and discharge from hospital on every occasion, with the disease for which admitted; **(a)-** admission to and discharge from the convalescent group; **(b)-** any complaint made by the prisoner of sickness or report of his Sickness; **(c)-** the action taken on any direction or recommendation of the Medical Officer or Medical Subordinate **(d)-** the monthly measurement of weight.
Other particulars to be recorded on admission	**26.** The Superintendent shall enter in the register the particular labour on which the convict shall be put in. He shall inform the convict about his right to appeal and limitation period of the appeal to the superior Court, record and cause all formalities to be completed in accordance with the provisions laid down in Chapter VII. Details regarding appeal shall also be recorded in the appeal register. The Deputy Jailor or another officer duly authorised by the Superintendent shall read out the details of the property taken from him and the Superintendent shall counter-sign the entries after satisfying

	himself as to the accuracy of the descriptions of such jewellery or other valuables and the amount of cash as may have been found on the convict. The Superintendent shall satisfy himself that the convict's description, identification marks and thumb-impression or his signature, biometrics data etc. have been duly recorded and his photograph is affixed in the admission register. He shall check the warrant and satisfy himself that the release date or the check date, as the case may be, has been calculated correctly and posted in the appropriate registers. He shall also initial the entries on the history-ticket relating to appeal, health and labour and inspect the convict's clothing. Advanced technology/software systems in the form of Personal Information System (PIS) shall be used to record personal details and details of their personal belongings and property.
Examination of warrant	**27-** The Superintendent shall examine the warrant of every convicted prisoner and satisfy himself that :- **(i)** there is a separate warrant for every convict ; **(ii)** the warrant bears the date on which the sentence was passed; **(iii)** the impression of the Court's seal is clear and distinct; **(iv)** the signature of the presiding officer of the Court is legible and in full; **(v)** the parentage, caste, residence , occupation and age of the convict are dulyset forth in the warrant ; **(vi)** the period of imprisonment to which the convict has been sentenced is, if written in English, clearly written in words in block letters as well as in figures, and if written in Hindi, is clearly legible and is written in distinct letters as well as figures. **(vii)** the nature of imprisonment, e.g; simple or rigorous, is clearly set forth in the warrant; **(viii)** the orders of the court are clearly stated in the warrant, e.g., **(a)** - in the case of a convict already undergoing a sentence, whether the sentence or sentences passed subsequently shall take effect at once or after the expiry of the current sentence; and **(b)** - in the case of two or more sentences awarded on the same date whether the sentences shall run concurrently or consecutively; **(ix)** full particulars of any further sentence of imprisonment to be undergone in default of payment of fine are recorded; **(x)** in the case of persons previously convicted, a statement of their previous convictions giving the date, the nature of offence and the term of the sentence in the case of each convict is duly recorded;

	(xi) in case of a person convicted with capital punishment, after ratification of the sentence of death penalty, the warrant bears the date of execution of sentence in accordance with the form No. 42 of Code of Criminal Procedure. 1973. (Act no.2 of 1974)
Defective warrant be returned	**28.**The Superintendent shall return the warrant for correction to the officer who issued it, if by any error or omission, the warrant is defective in form or otherwise irregular and a copy thereof shall be retained in the appropriate compartment of the warrant almirah until the original is returned.
Further procedure in case of irregular warrant under section 17 of the Prisoners Act,1900	**29.** In case the Superintendent doubts the legality of a warrant or order sent to him for execution or the competency of the person whose official seal or signature is affixed thereto to pass the sentence and issue the warrant or order, he shall follow the procedure laid down in section 17 of the Prisoners Act, 1900 (Act no.3 of 1900). The reference therein prescribed shall be made to the State Government through the Director General. Pending a reference made under this rule, the convict shall be detained in such manner and with such restrictions or mitigations as may be specified in the warrant or order.
Classification slips to accompany warrant	**30.** The Superintendent shall satisfy himself that classification slips in the prescribed form duly filled up and signed by the Court which sentenced the prisoner or committed him to sessions, are attached with the warrant. In case these slips are not received with the warrant, the Superintendent shall at once remind the court and obtain them.
Method of calculating date of release	**31.** The Superintendent shall be guided by the following rules in calculating the date of release of convicts :- **(a)** the day on which the sentence was passed and the day of release shall count as days of imprisonment; **(b)** the term "month" or "year" means a month or a year according to the Gregorian calendar; **(c)** when a sentence includes a fraction of a month, the month shall be reckoned to consist of 30 days; **(d)** when a convict, who was released on bail pending appeal or had escaped, is re-admitted or re-captured, the day on which he was released or had escaped and the day on which he was re-admitted or re-captured shall both be counted as days of imprisonment ; **(e)** when a convict has been committed to jail under two or more separate warrants and the first sentence is set aside on appeal or revision, the second sentence shall take effect from the date on

	which it was passed ; **(f)** if a sentence of death is commuted to imprisonment, the sentence of imprisonment shall be deemed to commence from the date on which the sentence of death was passed. **Note:** The period of detention undergone by the accused shall be set off against the sentence of imprisonment as provided under section 428 of the Code of Criminal Procedure Code, 1973, which reads as follows :- "section 428: Period of detention undergone by the accused to be set off against the sentence of imprisonment: Where an accused person has on conviction been sentenced to imprisonment for a term [not being imprisonment in default of payment of fine] the period of detention if any undergone by him during the investigation, inquiry or trial of the same case before the date of such conviction shall be set off against the term of imprisonment imposed on him on such conviction and the liability of such person to undergo imprisonment on such conviction shall be restricted to the remainder if any, of the term imprisonment imposed on him: **Provided that in cases referred to in section 433 A, such period of detention shall be set of against the period of fourteen years referred to in that section.''** **Illustration (1):** Convict sentenced to one day's imprisonment must be released on the same day. **Illustration (2):** Convict sentenced to one year's imprisonment on the15th January, 2011, shall be released on the 14th January, 2012 .A convict sentenced on the 1st January to one month's imprisonment shall be released on the 31st of the same month. **Illustration (3**): A, B and C are sentenced respectively to one month's imprisonment on the 29th, 30th and 31st January, all the sentences expire on the morning of the last day of February. **Illustration (4):** Convict is sentenced to one and half months imprisonment on the 2nd February.The date of his release will be the16th March. **Illustration (5):** D is an accused lodged in jail in more than one case at the same time. The period undergone in each case, from the date of issue of warrant of custody, shall be set off against the term of imprisonment imposed in the respective case under section 428 of the Code of Criminal Procedure. 1973**.**

Date of release when two or more sentences run consecutively	**32.** When a convict is sentenced to two or more terms of imprisonment to be served consecutively, the date of release shall be calculated as if the sum of the terms was awarded in one sentence. **Illustration (1):** Convict is sentenced on the 21st November, 2010 to two substantive terms of imprisonment for one year each, should be released on the 20th and not the 19th November, 2012. **Illustration (2):** Convict is sentenced on the 1st January to two months' imprisonment and a fine of Rs. 200/- or in default to one month's further imprisonment. If the fine is not paid, he should be released on 31st March, but if the fine is paid, the date of release would be the last day of February.
Period on bail not to count towards sentence	**33.** The period during which a convict has been out of jail on bail pending appeal or revision, shall not count as sentence served. This also applies to the convicts committed to or detained in prison under the terms of an order passed under section 122 of the Code of Criminal Procedure, 1973, and the convicts who have been released from jail on bail pending appeal or revision and surrender after the dismissal of such appeal or revision.
Period on bail under section 106 or 117 of Code of Criminal Procedure,1973 to count towards sentence	**34**. The period spent out of jail, by a convict ordered to give security under sections 106 or 117 of the Code of Criminal Procedure, 1973, on giving such security shall be counted towards the period of his bond. If his security is subsequently cancelled and he is committed to prison, he shall undergo imprisonment only for the remaining period of his bond.
Period spent in hospital to count towards sentence	**35**. The period spent by a prisoner in a hospital, including mental hospital, shall count towards period as spent in prison.
Special examination of warrants in certain cases	**36.** When a person already undergoing a sentence of imprisonment or imprisonment in default of furnishing security, is sentenced to imprisonment, the warrant should be examined to see if the provisions of section 427 of the Code of Criminal Procedure, 1973, (Act no.2 of 1974) have been followed. When a person already undergoing imprisonment is imprisoned in default of furnishing security, the warrant should be examined to see if the provisions of section 119 of the Code of Criminal Procedure, 1973 have been followed. When a person has been imprisoned for failure to give security, the warrant should be examined to see whether the nature of the imprisonment (simple or rigorous) is in accordance with the provisions of sub-sections (5) and (6) of section 122 of the Code of Criminal Procedure, 1973. When two or more sentences of imprisonment have been passed in

default of payment of fines the warrant should be examined to see whether such sentences are consecutive, as concurrent sentences cannot be passed in such a case in view of section 31 of the Code of Criminal Procedure, 1973.

In the case of an error in the warrant the Superintendent should refer the matter to the court concerned, or in case he considers it necessary, make a reference to the Director General (Prisons) for the orders of the State Government under section 17 of the Prisoners Act, 1900. (Act no.3 of 1900) The dates of commission of the offences, the sentences passed and the names of the Courts passing the sentences should be clearly mentioned in the report.

Note –

Sections of the Code of Criminal Procedure, 1973, referred to in the above paragraph are reproduced as follows:

Section 427: Sentence on offender already sentenced for another offence-

(1) When a person already undergoing a sentence of imprisonment is sentenced on a subsequent conviction to imprisonment or imprisonment for life, such imprisonment or imprisonment for life shall commence at the expiration of the imprisonment to which he has been previously sentenced, unless the court directs that the subsequent sentence shall run concurrently with such previous sentence.

Provided that where a person who has been sentenced to imprisonment by an order under section 122 in default of furnishing security sentenced to imprisonment for an offence committed prior to the making of such order, the latter sentence shall commence immediately.

(2) When a person already undergoing a sentence of imprisonment for life is sentenced on a subsequent conviction to imprisonment for a term or imprisonment for life, the subsequent sentence shall run concurrently with such previous sentence.

Section 119: Commencement of period for which security required-

(1) If any person, in respect of whom an order requiring security is made under section 106 or section 117, is, at the time such order is made, sentenced to, or undergoing a sentence of, imprisonment, the period for which such security is required shall commence on the expiration of such sentence.

(2) In other cases such period shall commence on the date of such order unless the Magistrate, for sufficient reason, fixes a later date.

Section 122: Imprisonment in default of security-

1(a) If any person ordered to give security under section 106 or section 117 does not give such security on or before the date on which the period for which such security is to be given commences, he shall, except in the case next hereinafter mentioned, be committed to prison or if he is already

	in prison, be detained in prison until such period expires or until within such period gives the security to the court or Magistrate who made the order requiring it. **(b)** If any person after having executed a [bond without sureties] for keeping the peace in pursuance of an order of a Magistrate under section 117, is proved, to the satisfaction of such Magistrate or his successor-in-office, to have committed breach of the bond, such Magistrate or successor- in-office may after recording, the grounds of such proof, order that the person be arrested and detained in prison until the expiry of the period Ofthe bond and such order shall be without prejudice to any other punishment or forfeiture to which the said person may be liable in accordance with law. **(2)** When such person has been ordered by a Magistrate to give security for a period exceeding one year, such Magistrate shall, if such person does not give such security as aforesaid, issue a warrant directing him to be detained in prison pending the orders of the Sessions Judge and the proceedings shall be laid, as soon as conveniently may be before such court. **(3)** Such court, after examining such proceedings and requiring from the Magistrate any further information or evidence which it thinks necessary, and after giving the concerned person a reasonable opportunity of being heard, may pass such order on the case as it thinks fit. Provided that the period (if any) for which any person is imprisoned for failure to give security shall not exceed three years. **(4)** If security has been required in the course of the same proceeding, from two of more persons in respect of any one of whom the proceedings are referred to the Sessions Jude under Sub-section (2), such reference shall also include the case of any other of such persons who has been ordered to give security, and the provisions of subsections (2) and (3) shall in that event, apply to the case of such other person also except that the period (if any) for which he may be imprisoned, shall not exceed the period for which he was ordered to give security. **(5)** A Sessions Judge may in his discretion transfer any proceeding, laid before him under sub-section (2) or sub-section (4) to an Additional Sessions Judge or Assistant Sessions Judge and upon such transfer, such Additional Sessions Judge or Assistant Sessions Judge may exercise the powers of a Sessions Judge under this section in respect of such proceedings. **(6)** If the security is tendered to the officer in charge of the jail, he shall forthwith refer the matter to the court of Magistrate who made the order, and shall await the orders of such Court or Magistrate. **(7)** Imprisonment for failure to give security for keeping the peace shall be simple. **(8)** Imprisonment for failure to give security for good behaviour shall, where the proceedings have been taken under section 108, be simple and, where the proceedings have been taken under section 109 or section 110,

	be rigorous or simple as the court or Magistrate in each case directs. Subs. by Act 25 of 2005, sec.15, for “bond without sureties”. Section 31 - Sentence in cases of conviction of several offences at one trial- **(1)** When a person is convicted at one trial of two or more offences, the court may, subject to the provisions of section 71 of the Indian Penal Code (45 of 1860), sentence him for such offences, to the several punishments, prescribed therefore which such court is competent to inflict; such punishments when consisting of imprisonment to commence the one after the expiration of the other in such order as the court may direct, unless the court directs that such punishments shall run concurrently. **(2)** In the case of consecutive sentences, it shall not be necessary for the Court by reason only of the aggregate punishment for the several offences being in excess of the punishment, which it is competent to inflict on conviction of a single offence, to send the offender for trial before a higher court. Provided that- **(a)** in no case shall such person be sentenced to imprisonment for a longer period than fourteen years; **(b)** the aggregate punishment shall not exceed twice the amount of punishment, which the court is competent to inflict for a single Offence. **(3)** For the purpose of appeal by a convicted person, the aggregate of the consecutive sentences passed against him under this section shall be deemed to be a single sentence.
Prisoners committed to prison pending Sessions Judge’s order under section 122 of Code of Criminal Procedure	**37**. When a person has been ordered under section 122 the Code of Criminal Procedure, 1973, by a Magistrate to furnish security for a period exceeding one year and on his not giving such security his case is referred to the Sessions Judge for order, he shall pending the receipt of the Sessions Judge’s order undergo simple or rigorous imprisonment as the magistrate may direct. The Superintendent shall keep a separate note of such prisoners and remind the Court if the Sessions Judge’s order is not received within a period of three months. On receipt of the Sessions Judge’s order he shall return the warrant issued by the Magistrate.
Date of release when the sentence includes fine	**38**. When a prisoner is sentenced to imprisonment of which the whole or any portion is in default of the payment of any fine and the fine is not immediately paid, the date of release, if the fine is subsequently paid, and the date of release, if the fine is not so paid, shall be separately calculated and entered on the convict’s warrant and history ticket as well as in the register. When anyportion of the fine is subsequently paid, the date of release shall be altered accordingly.

Deposit of fines in the local treasury	**39.** The Superintendent shall in accordance with the provision of paragraph 32 read with paragraph 34 of the Financial Handbook, Volume V, Part I, remit any amounts received in payment of fines by or on behalf of prisoners to the local treasury through the pass-book and appropriate treasury form accompanied by an extract there from in duplicate. The extract signed and returned by the treasury officer shall be forwarded to the Court concerned.
Substantive sentences of imprisonment to be undergone before sentence in default of payment of fine	**40.** If a prisoner sentenced to a term of imprisonment in default of payment of fine, is either at the same time or subsequently sentenced to a substantive term of imprisonment, effect shall not be given to the imprisonment in default of payment of fine until the expiration of all the substantive sentences of imprisonment.
Report to the District Magistrate in case of military pensioner	**41.** When a convict is found to be a military pensioner, and the fact was not already known to the convicting magistrate, the Superintendent shall inform the District Magistrate.
Warrants of prisoners to be kept in proper custody	**42.** The warrants of all convicted prisoners shall be suitably arranged in the special warrant cupboard, the key of which shall be in the charge of the Jailor or the in-charge Deputy Jailor such other officer as may have been appointed by the Superintendent to be in charge of the warrants.
Convicted prisoners to be provided with history tickets	**43.** Every convicted prisoner shall be provided with a history ticket and health card in the prescribed form. The Superintendent and the Medical Superintendent shall cause the full information required by the columns provided in the history ticket and the health card to be recorded. The history ticket throughout the period of imprisonment should be so maintained as to be a continuous record of the convict's conduct and employment. Entries of weighment shall be recorded monthly.The Superintendent shall record in his own handwriting all entries of punishments. Entries regarding appeals, letters received and sent, interviews, admissions to and discharges from the hospital and from the convalescent and infirm gangs and employment on out gangs, shall be made as occasion requires and initialed by the Superintendent. Entries in regard to awards of remission shall be made and initialled by the Jailor or other officer entrusted by the Superintendent with these duties.
Extract histories of long-term convicts to be entered in history ticket	**44.** The Superintendent shall cause to prepare and record on the history-tickets of all convicts sentenced to imprisonment for more than five years, an extract from the history of the case as given in column 6 of the note in the form of classification as prescribed in paragraph 265. The extract shall bring out the special features of the crime and the part taken by the convict, as well as his previous character and reputation.

Particulars to be recorded in registers within twelve hours of prisoner's admission	**45.** Within twelve hours of the reception of a prisoner Deputy Jailor in-charge shall enter the name, serial number and other particulars of the prisoner in the admission and release register and other relevant registers and such entry shall be cross checked and counter signed by the Jailor.
Particulars to be entered in the admission register	**46.(a)** Every prisoner shall receive a serial number corresponding with the entry relating to him in the admission register which shall be unique to that prisoner This unique number shall be recorded in the admission and release registers, history ticket and health card of the prisoner. This unique number shall precede the prisoner's name when referred to in any official communication. **(b)** In the admission register a full personal description with the identification marks of the convict shall be recorded, and his/her left thumb impression or his/her signature shall also be taken therein. His/her photograph shall be affixed at the appropriate place.His/her biometric identifications such as fingerprints, IRIS scan may also be recorded. His/her state of education details of previous convictions and complete particulars of the terms and nature of the present sentence shall also be entered. The letter "P. R." shall be added in red ink against the name of all police registered convicts in the admission and release registers and on the convict's warrant, and if for the reasons mentioned in paragraph 115, a convict is required to be released in district of his residence, the fact shall be similarly noted. The check date calculated in the manner prescribed in paragraph 84/85 shall also be entered in the admission register. **(c) Rules to be observed in recording personal description of a convict-** In recording the personal description of a convict the following rules should be observed in regard to age, height, face, colour and marks of identification of the convict:- Age should be estimated by the Medical Officer and not merely copied out from the warrant of imprisonment. The height of the convict should be measured with care. In regard to the face an attempt should be made to describe any striking peculiarity of the features, e.g., whether the brows are arched, beetling or otherwise; whether the nose is aquiline, straight, concave, sinuous, long, thick, flat or broad-nostril led; whether the mouth is broad or the lips thick or protruding; whether the ears are flat, large or projecting and the ear-lobes distinct or absent. The colour should also be carefully noted and marks of identification, such as pock marks, scars, etc. minutely described. **(i)** If a prisoner is found to be a juvenile, the matter shall be referred back to the court concerned after due medical examination on the determination of his/her age for further directions, as no juvenile shall be kept in prison in any case and they shall be sent to the juvenile institution as laid down in the Juvenile Justice (Care and Protection of Children) Act, 2015 (Act no. 2 of 2016).

	(ii) When a member of any House of the Legislature is admitted to a jail, information to that effect shall be sent to the District Magistrate, the Director General/Inspector General, State Government and to the House to which he belongs.
Superintendent to satisfy himself as to correctness of all entries relating to convicts	**47**. The Superintendent shall satisfy himself that the amount of the convict's sentence and the check date or date of release, as the case may be, are correctly noted by the concerned Deputy Jailor in the admission and release registers, in the history ticket and the warrant cover. The entries in the registers, the history ticket and the warrant cover shall be initialed by the Superintendent and Jailor, in token of their having checked and found them correct.
Superintendent to see to necessary alteration in register	**48.** The Superintendent shall be responsible for seeing that necessary alterations are made in the registers and documents noted in the preceding paragraph by the concerned Deputy Jailor when a convict's sentence is enhanced or reduced on appeal. The Superintendent shall similarly be responsible for seeing that necessary alterations are made on the realization of fine. The Superintendent and the Jailor shall initial these alterations. The convict shall be informed of such alterations and reasons thereof.
Orders relating to a convict transferred to another jail	**49.** When an order of release or an order modifying a sentence or a notice of payment of fine is received in a jail, the Superintendent shall, if the convict has been transferred to another jail, at once return such order to the concerned court indicating the date of transfer and the name the prison where the prisoner has been transferred to. The Court shall then send the release order by post to the jail concerned and at the same time shall immediately give an intimation about its dispatch by radiogram to the Superintendent of that jail (refer Allahabad High Court C.L. No. 124/VII b – 47 dated 24th October,1979).
Confiscation of money and prohibited articles in a convict's possession	**50.** (i) Any money or other prohibited article as specified in paragraph 1052 found in a prisoner's possession after admission to the jail shall be confiscated and the money so confiscated as well as the money that may be realized from the sale of any articles so confiscated shall be credited in full to the State head"0056". (ii) The Superintendent may award any sum, not exceeding an amount equal to one-third of the value, of the cash or the money realized from the sale of the property, to any person concerned in the finding or the discovery of such cash or property. The amount required for making such payment shall be debited to the budget of "2056-Jails-101-jail" under the head "05-other Allowances".

Disposal of prohibited articles and articles which cannot be stored	**51.** The Superintendent shall cause all prohibited articles, such as poisonous or intoxicating substances, etc., found on a prisoner after admission to be destroyed. Articles of a perishable nature such as flour, etc. or articles of a bulky nature such as charpoys, etc. shall not be stored but shall unless they are, with the consent of the prisoner, made over to a relative or friend, be sold and the proceeds placed at the credit of the prisoner.
Report to concerned court of cash or property of valuable a convict sentenced in default of fine	**52.** When a Convict sentenced to imprisonment in default of payment of fine possesses cash or other valuable property, the Superintendent shall intimate the amount of cash or the approximate value of the property to the sentencing court.
Rules relating to appeal and remissions, etc., to be explained to Prisoners	**53.** The Superintendent shall take appropriate steps to make the prisoners aware of the rules relating to appeals, offences and punishments, remission of sentence and rules under which early or premature release of prisoners is allowed. The officer in charge of the barrack shall fully explain the rules to every prisoner within reasonable time after his admission to jail.

CHAPTER 6 PROPERTY OF PRISONERS	
Procedure in the case of moneys, jewelry and articles accompanying orreceivedon behalf of a prisoner	**54.** All moneys, jewelery and articles of clothing received with or found on the person of prisoners on his admission to jail, or sent subsequently by the police or tendered by his relatives or friends on his behalf prior to his release, shall be received and taken over by the Jailor or other officer on duty A list of all such moneys and property shall be entered in the prisoner's property register and read over to the prisoner in the presence of the Superintendent who shall countersign the entries in the prisoner's property register. A cross reference shall be made in the admission register These entries shall be attested by the prisoner's thumb-impression or signature and also signed by the Jailor as far as cash, jewellery and other valuable property are concerned and by the officer in charge of the prisoner's property in regard to clothing and other articles. In the case of jewellary and other valuable property, full description, shall be noted in the admission register. Any lists sent by the police with the property shall be securely filed with property register. When money, jewellary or other valuable property is received by an officer other than the Jailor, such officer shall at once bring it to the notice of the Jailor by an entry in the station dak book and take the Jailor's receipt on it. Such officer shall also be responsible for seeing that the property has been duly entered in the gate-keeper's book.
Method of disposal of prisoners' money	**55.** The receipt and disbursement of all moneys belonging to the prisoners shall beentered in the cash-book, and all transactions shall be posted in the prison ledger under the head "Prisoners' cash deposits". Money which is the property of the prisoners shall not be held for a long time by the Jailor, but shall be deposited in bank. The cash balance retained by the Jailor shall not be in excess of the normal amount required for disbursement during each month and any money in excess of the anticipated expenditure shall be remitted to the bank at the end of each quarter. The bank deposit receipts shall be carefully arranged and kept in the treasure chest. Whenever any money is required for payment to prisoners on release or transfer it shall be withdrawn in a lump sum from any one or more of the deposit items as required, the oldest item being withdrawn first.
Valuable property	**56.** The Jailor shall keep all valuable property belonging to prisoners in his custody in the treasure chest in small bags or packets. Signature or the thumb impression of the prisoner concerned and the jailor shall also be registered in the bags or packets. In case of convicts, labels showing the name and number and the date of release shall be attached to each bag or packet. The Jailor shall maintain a list of these packets posted according to the serial numbers of the prisoners. This list shall be re-written every alternate year and lists shall be kept in the treasure chest and preserved

	for at least 10 years in District Jails and for 30 years in Central Prisons. When a Jailor is transferred, the list shall be checked and signed by both the relieved and the relieving officers. The Superintendent shall check all valuable property of prisoners with the list and satisfy himself as to its accuracy at least once a year and record the result in his order book.
Entries to be made in the register of prisoners' cash deposit	**57.** In the register of prisoners' cash deposit the amount of the cash deposit, of a prisoner shall be entered at the time of his admission. Further, receiving of any amount by his family members, friends or by any other legitimate source or by way of earning incentives shall be duly entered in this register. Refunds shall be noted against each deposit whenever they are made, and the prisoners' acknowledgments shall be taken on the register. The total of the balances standing to the credit of the prisoners in this register should tally with the balance as shown in jail register No. 63.
Certain ornaments to be allowed to female prisoners	**58.** Female prisoners may be allowed to retain in moderation certain ornaments of small value such as bangles, toe-rings, nose-rings and mangal-sutra, which should be entered on the admission register and initialled by the Jailor. Superintendent may, however, at his discretion refuse to allow the retention of ornaments in any particular case for disciplinary reasons. Female prisoners shall be responsible for the safe custody of such articles.
Storing of articles of clothing of a Prisoner	**59.** Articles of clothing after they have been carefully washed and other property of convicts shall be carefully packed, labeled and stored. The convict's name and number and the contents of each packet shall be written on the label which shall also bear the signature of the store-keeper in charge and also that of each succeeding officer.
Sale of property to be conducted by a magistrate	**60.** The sales shall be conducted by public auction quarterly conducted by a magistrate, who may be nominated by the District Magistrate. All packets shall be opened and the contents catalogued before the sale, which shall be attended by an officer deputed for this purpose by the Superintendent.
Circumstances when the money or property of a prisoner may be delivered to his relatives or friends	**61.** The Superintendent may, under an authority signed by the prisoner, permit his money or property to be delivered to a relative or friend, but he shall, before doing so, satisfy himself that the prisoner has genuine grounds for doing so and that there are no reasons for retaining the money or the property for the use of the prisoner on release.
Disposal of property of an escaped prisoner	**62.** The property of an escaped or wrongly released prisoner shall be retained for one year from the date of his escape or wrong release. If he is not recaptured within that period, the property shall be sold and the proceeds together with the cash deposit, if any, sent as unclaimed property to the District Magistrate, who shall send it to the treasury to be credited to the appropriate receipt head.

Procedure for disposal of a prisoner's property in case of his death	**63.** On the occurrence of a prisoner's death, his relations shall be informed through the District Magistrate of the details of the prisoner's property, any wishes expressed by him before his death as to its disposal and the Approximate price it is likely to fetch if sold by auction. If instructions are received within a reasonable time that the relatives want the property, it shall be sent to the legal heirs of the prisoner nominated by the District Magistrate, by the Superintendent, all transit charges being paid by such heirs. In the absence of such instructions the property shall be sold and the sale- proceeds together with any money standing in the name of the prisoner sent to his legal heirs by cheque, demand draft or money order, after deducting the money order Commission . If there are no claimants, the District Magistrate shall inform the jail authorities and the money shall in such cases be treated as unclaimed property and credited to the appropriate State head.

CHAPTER 7

PETITIONS AND APPEALS

Facilities to convicts for filing appeal

64. The Superintendent shall inform every convict, on first admission to jail all relevant rules about appeals, and the facilities available in the prison for preparing and sending appeals, period within which an appeal from the order under which he has been committed to jail may be filed. If the convict desires to appeal and is entitled to do so, every facility shall be given to him for the purpose.

The Superintendent shall ascertain whether the prisoner desires to file an appeal or not and record it in the convict register and on the history ticket of the prisoner and the prisoner shall be required to sign the history ticket or affix his left thumb impression thereon.

Limitation for appeals

65- The period of limitation within which appeals must be filed are as follows-

Sl.No	Description of suit	Period of limitation	Time from which period begins to run
1 .	From a sentence of death passed by a Court of Session or by a High Court in the exercise of its original criminal jurisdiction	Thirty days	The date of sentence .
2	**From any other sentence or any order not being of an acquittal.**		
(a)	In the High Court	sixty days	the date of the sentence or order
(b)	In any other Court	thirty days	the date of the sentence or order
(c)	In the Supreme Court under Articles 134(1)and 134(1)(e) of the Constitution of India	thirty days	the date of the certificate granted by the High Court
(d)	In the Supreme Court under Articles 134(1)(a) and 134 (1)(b) of the Constitution of India	thirty days	the date of judgment, final order or sentence appealed against

The presentation of a petition of appeal by a convict to the Superintendent shall, for the purpose of the Limitation Act,1963 (Act no. 26 of 1963), be

	equivalent to its presentation to the Court (vide section 383 of the Code of Criminal Procedure ,1973) Superintendent shall not withhold the appeal of any convict even though it maybe apparently barred by limitation.
Procedure in the case of convicts without friends, relatives or counsel	**66.** If a convict without friends, relatives or counsel to act for him, elects to appeal through jail, the Superintendent shall apply to the Court concerned for a copy of the judgment or order against which the appeal is to be filed. If several persons are sentenced in the same case, only one copy of judgment shall suffice for all. The copy should be attached to one of the petitions which should mention The number of the petitions of appeal connected therewith together with the names of the appellants. All other petitions of appeal should also indicate the number of the petitions of appeal to which the copy of the judgment or order has been attached and should contain a request to the Court that the appellant may, under section 382 of Criminal Procedure, 1973 be exempted from furnishing a copy of the judgment or order.
Petition of Jail appeal by convicts	**67.** When the copy of the judgement has been received, the date of its receipt shall be noted thereon, and the petition of appeal shall be prepared with the assistance of advocate appointed for this purpose by the District Legal Aid Authority.
Particulars to be noted on the petition of appeal	**68.** The Superintendent shall forward the petition of appeal with the copy of the judgment or order to the proper appellate Court. On the petition of appeal shall be noted the following information : (i) the date on which the application for copy of judgment was dispatched; (ii) the date on which the copy of the judgment was received; (iii) the date on which the convict presented the petition of appeal. (iv) the grounds for appeal; (v) prayer for condonation of delay if any
Power of attorney in cases when a petition of appeal is presented on behalf of a convict	**69.** **(a)** If a relative or agent of the convict undertakes to submit an appeal on his behalf, the arrangement must be authorized by a power of attorney signed by the convict and attested by the Superintendent, or, in his absence, by the Jailor or the Deputy Jailor. For such attestation no fee shall be demanded or accepted. **(b)** If, after the receipt of the copy of the judgment or order, a relative, friend or agent of the convict undertakes to make the appeal on his behalf and the convict consents to that course, the copy of the judgment shall be delivered to such relative, friend or agent as the case may be.

Particulars of appeal to be recorded on history ticket	**70.** The date on which a convict decides to appeal or not to appeal and his decision shall be entered in the appeal register and appropriate space provided on the history ticket. In case he decides to appeal, subsequent entries relating to the appeal and its result shall also be recorded thereon. The concerned Deputy Jailor/Officer incharge shall maintain an Appeal Register in prescribed form in which he shall enter details of all the appeals whether they are private appeal or jail appeal. He shall put the register before Jailor and Superintendent as frequently as may be necessary. Starting from the date on which the prisoner expresses his desire to file an appeal, till the date of receipt of the order of the appellate Court disposing of the appeal, all such dates on which action is taken during the entire process shall be entered in the appeals register and signed by the Superintendent.
Appeals from convicts under sentence of death	**71.** The Superintendent shall inform every convict under sentence of death that if he wishes to appeal to the High Court, must do so within thirty days. If he has elected to appeal, but the copy of the judgment has not been received, the Superintendent shall, on the thirtieth day after the date of sentence, forward the petition of appeal to the Registrar of the High Court without waiting for the copy of the judgment.He shall note on the forwarding docket that a copy of the judgment has been applied for, but has not been received in time.
Notices of dates of hearing	**72.** When notice of the date of hearing has been received, the Superintendent shall communicate the said date to the convict, who shall affix his left thumb-impression or signature on such notice. The notice shall then be attested by the Superintendent and returned to the Court or office from which it was received.A notice issued by the High Court shall, after service, be returned directly to the Court concerned with an endorsement that the prisoner has been duly informed, and the Court or office through which the notice was received shall be informed of the service and direct return of the notice.
Service on prisoners of processes received from courts	**73.** As required by sections 9(2) (d) of the Prisoners (Attendance in Court) Act, 1955(Act no.32 of 1955) and sections 5 and 6 of Uttar Pradesh Prisoners (Attendence in Courts) Rules, 1956, when any process directed to a prisoner from any Criminal or Revenue Court is received, it will be served by exhibiting to the Superintendent, the original of the process and depositing with him a copy thereof. The Superintendent upon when service is made shall, as soon as may be, cause the copy of the process deposited with him to be shown and explained to the prisoner to whom it is directed, and shall thereupon endorse upon the original process and sign a certificate to the effect that such person is confined in the prison under his charge, that he has received a copy of the process and that the same has been shown and explained to the prisoner.The signature or thumb-impression of the prisoner shall also be taken on the original process in token of the copy having been shown and explained to him. The copy shall be filed in the

	office. But if the prisoner requests that the copy shown and explained to him is sent to any other person, the Superintendent shall cause it to be sent at Government expense. This rule may also be followed in regard to processes issued by Civil Courts.
Procedure on receipt of result of appeals	**74.** When the order on an appeal has been received, the Superintendent shall communicate its purport to the convict concerned, and shall enter on the order a certificate to the effect that it has been so communicated. The copy of the appellate Court's order and other connected papers shall be filed with the convict's warrant. In cases where, under rule 5, Chapter X of the High Court General Rules (Criminal), an amended warrant has to be issued and such amended warrant is not received with the copy of the order, the Superintendent shall make a report to the Court by which such amended warrant is required to be issued.
Communication of result of appeal in the case of a convict's transfer to another jail	**75.** Whenever a convict has been transferred to another jail before the receipt of the copy of the judgment or order, on his appeal, the copy of the judgment or order, as the case may be, shall, on receipt, follow the procedure laid down in paragraph 49.
Provision of this chapter to apply to petitions for revision of sentences	**76.** The provisions laid down in this chapter shall, as far as may be, apply to petitions for revision of sentences under Chapter XXX of the Code of Criminal Procedure, 1973.
Procedure when notice for enhancement of sentence is received or a Government appeal from acquittal is filed	**77**. **(a)** When a notice to show cause why a convict's sentence should not be enhanced has been received from the High Court and in cases where an appeal has been preferred to the High Court on behalf of the State Government against acquittal, the Superintendent shall ask the convict whether he wishes to apply for permission to appear in person before the High Court. **(b)** Convicts sentenced to death shall not be asked whether they wish to appear before the High Court. If any such convict applies of his own accord for personal appearance, his application shall be submitted to the Court. **(c)** When a convict wishes to make an application to the High Court for permission to appear in person, the Superintendent shall forward such application to the Court for orders, and arrangement should be made for the personal appearance of the convict in the Court only if such application has been granted by the Court. **(d)** When a convict has to appear in person in the High Court, he shall be transferred to the Central Prison at Naini (Prayagraj) or District Jail Lucknow as the case may be.

Rules for submission of petitions in cases of condemned prisoners	**78.** Rules which govern the submission of petitions for mercy from convicts sentenced to death are given in Chapter XIX.
Procedure in the case of petitions for mercy from convicts other than those sentenced to death	**79.** **(a)** A convict other than a condemned prisoner may submit a petition for mercy to the State Government, and shall, if he so desires, be accorded facilities for preparing and submitting such petition. **(b)** The Superintendent shall forward such petitions direct in prescribed form to the District Magistrate of the district of conviction'. **(c)** Convicts in jail are allowed to obtain copies of judgments free of cost and their petitions shall be accompanied by such copies: **(d)** A petition for mercy received by a District Magistrate, from or on behalf of a convict, is required to be submitted to the Director General/Inspector General, along with a report containing information as to the convict's age, health, conduct and the period of sentence served by him. This information shall be obtained by the District Magistrate from the Superintendent of the Jail directly. It is incumbent on petitioners to file with their petitions, copies of judgments or orders and if this is not done the petition is liable to be dismissed.
Appeal lying from a sentence passed by a Court martial	**80.** Appeal against sentence passed by a court martial shall be forwarded to appropriate Courts and authorities.
Transmission of petitions, appeals and Special Leave to Appeal	**81.** No petition or appeal or other papers from any prisoner which are addressed to a court of law shall, irrespective of their contents, language or the competence of the Court in regard to the prayer made therein, be withheld by the Superintendent. Every such petition, etc., shall be forwarded direct to the Court concerned without undue delay. Fax messages from prisoners shall not be transmitted to Courts at Government expense. Unless the prisoner himself pays the fax charges such messages shall be forwarded by post. Copies of petitions or appeals, if considered necessary by the Superintendent in any case, may subsequently be forwarded to the District Magistrate concerned or such other relevant authority, as the case may be, for information.

	The procedure governing the submission of petitions of special leave to appeal is contained in rules 1,2, 3 and 4 of Order XIII and Rules 1 and 4 of Order XVIII read with Rule 2 of Order XXI of the Supreme Court Rules of 1950. These rules lay down that a petition for special leave to appeal should be drawn up in the proper form and should be accompanied by the following documents: **(i)** certified copy of the judgment of the Court appealed; **(ii)** an affidavit to the effect that notice of the intended petition for special leave to appeal has been served upon the respondents **(iii)** an affidavit in support of the petition as required by Rule 4 of Order XVII of the Supreme Court Rules,1950; **(iv)** an application for condonation of delay in filling the petition, if it is presented after the Expiry of the period of limitation prescribed by Rule 1 of Order XIII read with Rule 2 of Order XXI.

CHAPTER 8

RELEASE OF PRISONERS

Release of Prisoners	**82.** Rules for calculating the dates of release of convicts shall be as laid down in rule 32.
Name of convict with a sentence of less than three months to be entered in the release register	**83.** On the admission to jail of a convict with a substantive sentence of less than three months, his name shall be entered in the release register under the date on which his sentence will expire. If special remission is awarded subsequently, the date shall be altered accordingly.
Check dates to be fixed for convicts with sentence of three months or over	**84.** The names of convicts whose substantive sentences are of three months or more shall not be entered in the release register at the time of admission. For every such convict a date called the "check date" shall be fixed. This date shall be the date on which the convict will complete half of his sentence. The check date shall be entered in the release check register on the page allotted to the month within which the check date falls, and shall also be recorded on the history ticket, warrant or warrant cover and remission card, and all entries shall be recorded by the officer entrusted with the duties of admission and release of convicts and countersigned by the Jailor and the Superintendent.
Check dates of convicts sentenced to imprisonment for terms exceeding fourteen years	**85.** The check date of a convict who has been sentenced to rigorous imprisonment for a term exceeding in the aggregate fourteen years, shall be fixed as if he had been given a sentence of fourteen years' imprisonment. This date shall be revised later in accordance with the orders of the State Government on the nominal roll submitted under the fourteen year rule as laid down in rule 181.
Fresh check date to be fixed in certain cases	**86.** The Superintendent shall cause a fresh check date to be fixed whenever: (i) A convict's sentence is enhanced or reduced; (ii) A convict's fine or fines are paid in whole or in part; (iii) A convict receives or forfeits extensive remission. The orders of the State Government under the fourteen-year rule are laid down under rule 183.

Fixation of final dates of release	**87.** In the first week of every month, the officer in-charge entrusted with this duty by the Superintendent shall examine the warrant, history ticket and the remission card of every convict whose name is entered in the release check register under the month next following, and fix the final date of release after crediting the convict with the remissions already earned and those which he is likely to earn in the interval. The Jailor shall cross-check these entries and after the date has been finally checked and approved by the Superintendent, the convict's name shall be entered in the release register under the date finally fixed and an entry shall also be made on the remission card: Provided that if the release does not fall due within the succeeding three months, the Jailor or the officer entrusted with this duty shall by estimation fix a fresh check date which shall be not more than three months antecedent to the anticipated date of release, as far as it can be ascertained from the information available at the time. The Superintendent, the Jailor and the officer entrusted with this duty shall initial the entry and all similar entries made on the warrant or warrant cover, remission card and history ticket.
Parade of convicts to be released	**88-** On or before the 25th day of every month, all convicts to be released in the succeeding month shall be paraded before the Superintendent and informed of the dates on which they will be released.
Information to be sent to the organization recognized by the government for after care of convicts, of the date of release	**89.** The Superintendent shall, before the end of every month, send intimation to the organization recognized by the government, for after-care and rehabilitation of convicts regarding the dates, of release of all convicts due for release, irrespective of their places of residence, in the third month from the month in which such intimation is sent. The intimation shall be sent which shall contain particulars of the industry, if any, learnt by the convict in jail. The Chairperson or the Secretary, if any, of such organization shall be given such facilities as may be approved by the government. If a probation officer has been appointed, he will also be allowed reasonable facilities to visit the jail and talk to prisoners in the course of his duties. The above persons shall not, however, be allowed to visit other parts of the jail on such occasions.
Release of convict whose date of release falls on a holiday	**90-** A convict whose date of release falls due on a Sunday or on any of the jail holidays referred to in paragraph 837 shall be released on the preceding day.

Orders of release to be complied with promptly	**91.** An order of a court directing the release of a prisoner whether convicted or under-trial shall be carried out with reasonable promptitude and the prisoner shall ordinarily be released the same day, unless his further detention is required by some other authority. If the order is received after the Superintendent has left the jail and it is not possible to obtain his order without deferring the release of the prisoner till the next day, the Jailor should comply with the order on his own responsibility and obtain the Superintendent's confirmation of his action on his next visit to the jail. If, however, an order directing the release of a prisoner reaches the prison after 4:30 PM in winter and 5.30 PM in summer when, according to the prison rules, the prisoners are shut up for the night, an entry to that effect shall be made by the officer in-charge for admission and release, in a register and a list of names of prisoners whose release orders are received shall be displayed outside the jail gate with appropriate comments. All release orders received by post and confirmed by radiogram shall be complied on the same day. Keeping in view the exigencies of law and order, the District Magistrate may allow the compliance of the release order of a prisoner after locking up of the jail, by recording the reasons thereof under his signature and seal and communicate the same to the Superintendent. **Note –** Allahabad High Court C.L. No. 42/VIIb-47, dated 28th April, 1978- All the presiding officers should put their signatures on the release or remand orders quite legibly as required under rules 9 and 66 of the G.R. (Criminal). A rubber seal indicating the name and designation of the presiding officers and also the name of the district should invariably affixed to such orders below their signatures and they shall ensure that the remand or release orders are dispatched punctually so as to reach the jail authority latest by 4:00 p.m. in winter and 5:00 p.m. in summer.
Release orders to be duly authenticated	**92.** The Superintendent shall not release any prisoner on the authority of any informal document. Release order duly signed by the Presiding Officer of the Court and impressed with the Court's seal shall alone be acted upon. Such orders shall contain full particulars with regard to the prisoner to be released and shall be sent by courts as far as possible, through Court peons after having been duly entered in the dak-book. All orders of release before being acted upon should be carefully scrutinized by the Jailor and the officer in-charge, in order to see that the seal of the Court and the signature of the Presiding Officer are genuine and there is no discrepancy between particulars entered in the custody warrant and the release order. In case of doubt a reference should be made to the Court concerned before the order is carried out. (92-A). All orders of Honble Supreme Court and documents received through FASTER SYSTEM shall be deemed as e-authenticated and complied with.

Order by Radiogram	**93.** The Superintendent shall not release any prisoner on the authority of a radiogram alone, such orders should be confirmed by post or vice-versa.
Release of sick prisoners	**94.** Prisoners suffering from any acute or dangerous illness ordered to be released so, by the Court, or where sentence has expired, shall be released from prison and sent to nearest government hospital , if so necessary in the opinion of Medical Officer, under intimation to the prisoner's next of kin.
Report of security tendered under section 122(4) of the Code of Criminal Procedure 1973	**95.** If security is tendered to the Superintendent of a Jail under section 122(4) of the Code of Criminal Procedure, 1973, he shall forthwith refer the matter to the Court or Magistrate who made the order, and shall await the orders of such Court or Magistrate.
Responsibilit yfor the correct release of prisoners	**96.** The Superintendent, the Jailor and the concerned officer in-charge shall be responsible for the correct release of prisoners.
Steps to be taken by the Jailor before a convict is released	**97.** Before a convict is released from jail, the Jailor shall- **(a)** check the conditions of sentence given in the warrant and registers and satisfy himself of the title ofthe prisoner to release; **(b)** compare the marks of identification as given on the warrant and in the jail registers with the convict and match his photograph, biometric data etc. if any, thumb-impression, his signature and compare these with those taken on the day of his admission so as to ensure beyond all doubt the convict's identity; **(c)** produce the convict with his clothing and other property, history ticket, warrant and the jail registers of admission and release before the Superintendent. **(d)** ensure that the warrants and release orders issued have been complied with the High Court's circular letter no. 123/VIIh- 16 dated 25.09.1975 and circular no. 114/VIIb-47 Admn.(G) dated 07.10.1979. **Note:-** (i)Allahabad High Court C.L. No. 123/VIIh-16 dated 25th September, 1975: The Court has noticed that generally the Judicial Magistrates do not take proper care in issuing warrants, while remanding a person to jail custody,

	with the result that sometimes persons are ordered to be released because of defective warrants, which either do not bear the seal of the Court or are not on proper form or do not even contain full particulars. With a view to avoid such occasions, it is necessary that the Judicial Magistrates should take proper care in issuing warrants while remanding a person to jail custody. It is also impressed upon them that all provisions of law in this respect should also be observed strictly. (ii) **Allahabad High Court C.L. No. 114/VIIb-47 Admn.(G) dated 7th October, 1979:** The Court has noticed that very often warrants of intermediate custody and release orders sent by the subordinate, courts do not contain all the necessary details. They generally do not contain case number, name of Police Station, father‘s name, age and residential address of the prisoner. They also do not contain description of offences, crime number and section of Indian Penal Code and other Acts and the date of conviction. All the Presiding Officers are directed to clearly fill in all the aforesaid details in the warrants of intermediate custody and release orders issued by them.
Checking of warrant and jail registers on completion of sentence	**98.** The Superintendent shall check the warrant and jail registers and satisfy himself that the sentence of the convict has been completed, or, if modified, that he has received due and sufficient authority for such modification.
Convict’s identity to be verified	**99.** The Superintendent shall cause the descriptive roll of the convict to be read out and shall satisfy himself beyond all doubt of the convict’s identity. He shall then endorse the order of release on the back of the convict’s warrant and initial the entries of the date of release in the release and admission registers.
Delivery of prisoner’s property at the time of release	**100.** At the time of releasing every prisoner, the Jailor shall deliver to him all money and other property, if any, belonging to him. The words “Property Received” shall be stamped across the list of property entered in the admission register and the convict's signature or left Thumb-impression shall be taken below it in token of receipt. The Superintendent shall satisfy himself that the convict has received all his money, private property and shall counter-sign the entry in the admission register.
Release to be effected before midday meal	**101.** Ordinarily, convicts shall as far as possible be released after they have taken their morning meal and before taking their midday meal.
Supply of clothing to destitute	**102.** The Superintendent shall supply every prisoner whose clothing has been sold or destroyed or is insufficient for the purpose of health or decency with clothing according to the scale laid down in paragraph 103.

prisoners on release	The expenditure on the supply of clothing to destitute prisoners on release shall be debited to appropriate budget head.
Scale of clothing to destitute prisoners on release	**103.** The Superintendent may issue suitable clothes to a destitute prisoner on release. In severe cold weather a serviceable blanket may be issued to really destitute and deserving prisoners who are old and infirm, and when the journey involves travelling by night. Superior class convicts who do not possess adequate clothes of their own at the time of release should in addition to a kurta and a pyjama be also supplied with a pair of chappals. Clothing for issue to destitute convicts should be obtained by indent from such jails as may be specified by the Director General.
Certificate of completion of sentence	**104.** Every convict on release shall be furnished with a certificate to the effect that he has completed the term of imprisonment and also a certificate of proficiency in any industry learnt by him while in jail.
Scale of diet money to be paid to convict	**105.** The diet money shall be paid to those convicts who have less than rupees 100 /- in their accounts at the time of release and such amount shall be equal to the average diet amount on expenditure of average jail diet for one day. No diet shall be paid when distance to be travelled is 100 Km or under.
Railway ticket or bus fare to be given in certain cases	**106.** A convict whose home is more than eight kilometers from the jail from which he is released may be given a railway ticket, or bus fare, according as his home is most conveniently reached by rail or by bus. A convict may be given bus fare in addition to railway ticket if his home is more than eight kilometers from the nearest railway station and is served by a bus route from that station. In the case of jails situated at a distance of more than eight kilometers from the railway station, bus fare may also be paid from the jail to the nearest railway station : Provided that a convict, released from a Jail situated at a distance of more than eight kilometers from the nearest railway station, may be paid railway fare instead of a railway ticket : Provided further that no prisoner shall be given either a railway ticket or bus fare if there is enough deposit money in his name in the jail to pay for his fare after leaving a sum of Rs. 100/- with him for miscellaneous expenses. The railway ticket shall be of second class. A convict who, in the opinion of the Medical Officer, is unfit to travel on foot owing to illness or physical infirmity, may, in addition to being provided with a railway ticket or bus fare, be furnished with reasonable conveyance charges for portions of the journey for which he has not been provided with a railway ticket or bus fare, irrespective of the distance of his home from the jail, or the nearest railway station or bus-stand, as the case may be.

Prisoners convicted under the Indian Railways Act, 1890, not to be given railway fare	**107.** Convicts sentenced to imprisonment for travelling without ticket under the Indian Railways Act, 1890 (Act no. IX of 1890), whether residents of this State or any other State shall, on release, not be given any railway ticket or bus fare to their destination. They shall, however, be entitled to subsistence allowance like other prisoners in accordance with the scales laid down in rule 107, provided that subsistence allowance paid to them shall be limited to a maximum period of seven days or in cases in which the railway fair to their home is less than this amount, the subsistence allowance shall not exceed the amount of railway fare.
Railway ticket and allowance to convicts resident of other State	**108.** A convict who is a resident of another State but was convicted in this State shall, on release, be entitled to receive subsistence allowance and a railway ticket to his home.
Return of writ, order or warrant after execution	**109.** The Superintendent shall, after the execution of every writ, order or warrant by which a person has been committed to prison, other than a warrant of commitment for trial, or after the discharge of the person committed thereby, forthwith return such writ, order or warrant to the Court by which the same was issued or made, together with a certificate endorsed thereon and signed by him, showing how the same has been executed or why the person committed thereby has been discharged from custody before the execution thereof. When the Court of Sessions or a Magistrate issuing conviction warrant is not functional, the warrant shall be returned to the concerned Court with the note of record for doing so. If any convict is required to undergo two or more sentences under separate warrants such warrants shall be returned when the combined sentences have been executed. Warrants of commitment of escaped or wrongly released convicts, who remain at largeand are not recaptured, should be returned to endorsed thereon and signed by the Superintendent showing the date on which the convict had escaped or been the Court concerned ten years after the date of escape, with a certificate wrongly released.
Return of warrant of military convicts	**110.** After execution of the sentences, the warrant of commitment of convict's sentence by general or district Courts-martial shall be sent back to the convicting authority.
Return of warrants of railway thieves and swindlers	**111.** The Superintendent shall return the warrant of every railway thief or swindler to the convicting Court, through the Headquarters of Government Railway Police, Uttar Pradesh, Lucknow.

Police registered convicts	**112.** The following rules regulate the release of "police registered convicts", confined in and residents of the Uttar Pradesh. A police registered convict ,is a convict with a police history sheet, for whom a P.R. slip is prepared and forwarded by the Superintendent of Police to the Superintendent of the Jail in which such convict is confined. The Superintendent shall furnish the Superintendent of Police with a receipt for the P. R. slip and see that P.R. slip is filed with the convicts' warrant and sent with him to any jail to which he is subsequently transferred. The letters "P. R." shall be stamped or written against the convict's name in the admission register, the release check register and the release register as well as on the history ticket and the warrant. The Superintendent of the Jail in which a P. R. convict is confined shall send information to the Superintendent of Police of the district of his residence a month before the date of release of such convict and also forward to him the P. R. slip of the convict in order to enable the local police to check up his arrival and to arrange for his future surveillance, or alternatively, to take the usual action if the man fails to return home and becomes untraced. A P.R. convict who is a resident of a district other than the district in which he is confined or resident of another State shall at the time of his release be paid a subsistence allowance and provided with railway ticket to the railway station nearest to his home. He shall be released direct from the jail where he is confined. In case of the death or escape of a police registered convict, the Superintendent of the jail shall forthwith inform the Superintendent of police concerned.
Procedure on receipt of a release notice of P.R. convicts	**113.** When the Superintendent receives a release notice of any police registered convict he shall file it with the convict's warrant and P. R. slip. He shall enter in it everything of importance bearing on the character of the convict that transpires during the term of his imprisonment, particular note being made as to the persons with whom he associates or appears to be on intimate terms. A fortnight before the release of the convict, the release notice thus brought up to date shall be forwarded by the Superintendent to the Headquarters of the Criminal Investigation Department.
Transfer of certain convicts to districts of residence before release	**114.** The following classes of convicts if resident of Uttar Pradesh, shall at any time not more than two months and not less than fifteen days be transferred by the Superintendent of the Jail in which they are confined to the jail nearest to their place of residence: **(a)** convicts against whom an order has been made under section 356 of the Code of Criminal Procedure, 1973; **(b)**convicts ordered to be released conditionally by the State Government.

Meaning of district of residence	**115-** A convict, with reference to whom an order under section 356 of the Criminal Procedure Code, 1973, has been passed, shall choose the district in which he proposes to reside which must be a district in the Indian Union. Three months before his release, the Superintendent shall ask the convict to nominate the district in which he intends to reside : Provided that if the convict notifies his intention to reside in any district of the Indian Union outside Uttar Pradesh the Superintendent shall request the Director General to arrange the transfer with the Director General of Prisons of the State to which the convict wishes to be transferred. **(a)** Convicts who are to be released conditionally shall have no choice of district of residence. Their district of residence shall be as recorded in the admission register under rule 47.
Procedure for release of certain convicts	**116-** The procedure for release of convicts who are to be released conditionally under section 432, of the Code of Criminal Procedure, 1973, is given in rules 186 and 188. The procedure for releasing convicts against whom orders have been passed under section 356, of the Code of Criminal Procedure, 1973 shall, if their districts of residence are within the State, be as follows: At least two days before the date of release the Superintendent of the Jail shall give notice to the Superintendent of Police of the date of release and shall request him to depute a guard as provided in rule 165 of the Rules for Guards and Escorts. On the date of release, which shall be the date of expiry of sentence or, if that is a Court holiday, the latest date before the date of expiry of sentence which is not a Court holiday, the Superintendent of the Jail shall makeover the convict together with copy of the convict's descriptive roll and a copy of the order, passed under section 356, of the Code of Criminal Procedure, 1973, to the police guard who shall take the convict to the Superintendent of Police who will thereupon proceed in accordance with paragraph 275 of Police Regulations. The Superintendent of Police shall thereupon release the convict.

CHAPTER 9 TRANSFER AND REPATRIATION OF PRISONERS	
Convicts to be first admitted to District Jail	**117.** All convicts shall ordinarily be admitted to the District Jails and then transferred to other jails, if necessary, in accordance with the rules contained in this Chapter.
Transfer of prisoners from one prison to another	**118**. The transfer of prisoners from one prison to another within the State shall be directed by the Inspector General (Prisons), subject to the orders and the control of the State Government.
Transfer of the members of the Legislature	**119.** Whenever a member of the State Legislature or the Parliament is transferred from a jail in one district to a jail in another district, an intimation about the transfer of such a prisoner should be immediately sent by the Superintendent of the Jail from where the prisoner is transferred through the District Magistrate of his district to the District Magistrate of the district to which the prisoner is to be transferred as well as to the concerned House of Legislature.
Transfer of convicts of certain classes	**120.** **(a)** Superintendents of Jails have authority to transfer within the State without reference to the Director General of Prisons convicts against whom an order has been made under section 356, of the Code of Criminal Procedure, 1973. **(b)**The Superintendent may transfer without the sanction of the Director General, all adult male convicts sentenced to rigorous imprisonment in excess of seven years and the convicts who have been awarded capital punishment from the Sessions Court to central prisons as provided in paragraph 123 : Provided that convicts who are sick or infirm or belong to any of the categories mentioned in rule 124 shall not be transferred from one jail to another without the previous sanction of the Director General (Prisons).
Transfer of female convicts to concentration jails	**121.** Female convicts sentenced to seven years imprisonment or above shall be transferred to Central Prison for Women. No sanction of the Director General shall be necessary but their nominal rolls shall be forwarded to him for information and record.

Classification of District Jails for transfer of convicts to Central Prisons	**122.** The following list shows the District Jails from which and the Central Jails to which adult Male convicts sentenced to terms of rigorous imprisonment exceeding seven years shall be transferred : 1. **To the Central Prison, Agra:** Agra, Mathura, Ferozabad, Aligarh, Meerut, Baghpat, Ghaziabad, Bulandshahar, Gautambuddh Nagar, Jhansi, Lalitpur. 2. **To the Central Prison, Bareilly:** Bareilly, Shahjahanpur, Pilibhit, Badaun, Moradabad, Rampur, Bijnor, Sitapur, Khiri, Saharanpur, Muzaffarnagar, Deoband. 3. **To Central Prison Fatehgarh:** Fatehgarh, Kannauj, Etah, Mainpuri, Etawah, Unnao, Hardoi, Kanpur , Kanpur Dehat, Orai, Kasganj. 4. **To Central Prison, Naini (Prayagraj):** Prayagraj, Pratapgarh, Fatehpur, Kaushambi, Banda, Chitrakoot, Lucknow, Hamirpur, Mahoba, Raebarelli, Sultanpur , Ayodhya, Ambedkarnagar, Mirzapur, Barabanki 5. **To Central Prison, Varanasi:** Varanasi, Jaunpur, Ghazipur, Bhadoi, Sonbhadra, Azamgarh, Mau, Ballia, Basti, Siddharthnagar, Gorakhpur, Mahrajganj, Deoria, Gonda, Bahraich, Balrampur. **Note:** From Sub-Jails, convicts of more than five years sentence shall be transfered to their respective District Jails.
Special classes of convicts to be transferred to Certain jails	**123.** Except as provided elsewhere in this chapter, prisoners belonging to the classes mentioned below, shall be transferred to the jails specified herein: ***(a) Convict sentenced to death:*** District jails at Agra, Meerut, Saharanpur, Sitapur and Central Prison, Naini, Prayagraj. ***(b) Prisoners who were personnels of the police or jail department before conviction:*** Jails outside the districts in which they were employed, as nominated by the Deputy Inspector General of the Range. In case such prisoner is to be shifted to a jail outside the range, the jail shall be decided by the Director General.
Transfer of convicts in certain cases	**124.** The Director General may direct the transfer from one jail to another of convicts who may be required for the discharge of special functions such as those of convict officers, scavengers, etc. He may also transfer convicts knowing any particular trade or industry from one jail to another jail where such trade or industry is followed or where facilities for training in such trade or industry exist. The Director General may pass such general or special orders regarding the transfers of convicts under this rule as he may consider necessary.

Temporary detention of sick Prisoners	**125. Prisoners may be transferred from one prison to another prison on following grounds:** **a.** No prisoner who is sick shall be transferred except for the benefit of his health. When the Medical Officer is of the opinion that the transfer of a sick prisoner to another prison is likely to lead to his recovery, or will help in prolonging his life, he shall forward a brief statement of the case to the Superintendent, mentioning the prison towhich such transfer is desirable. The Superintendent shall thereafter submit the case to the Director General for his orders. **b.** The Superintendent shall, on a requisition in writing from the Medical Officer, provide suitable diet, clothing and bedding to prisoners for such journeys. Medicines, with instructions for their use, shall if necessary, be provided to the officer escorting such prisoner. **c**. The Medical Officer shall be responsible to ensure that the medical case sheet of a prisoner is up to date at the time of his transfer.
Transfer of prisoners to relieve overcrowding	**126.** As soon as the number of prisoners confined in a jail excess its capacity, the Superintendent shall submit to the Director General a nominal roll of convicts whom he recommends for transfer to another jail to relieve overcrowding. The nominal roll shall be accompanied by a memorandum showing the jail population, the authorized capacity of the jail and the numbers of prisoners of each class confined in the jail. Only such convicts as are in good health and of good character shall, as far as possible, be recommended for transfer. If absolutely necessary, convicts in indifferent health may be included up to the limit of 10 percent. **Note -** Nominal roll of different classes of convicts shall be prepared separately**.**
Transfer of prisoners for local or disciplinary reasons	**127.** The Superintendent may recommend the transfer, to another jail, any prisoner whose detention in the prison is considered to be in expedient for local or disciplinary reasons or for any other sufficient cause, to the District Magistrate. The District Magistrate may order for transfer of such prisoners to the prisons of neigh bouring districts. The reason for transfer should always be communicated to the District Magistrate and the Superintendent of Jail of the district to which the prisoner is transferred, and shall also be recorded on the history ticket of the prisoner concerned. The Director General of Prisons shall be informed of such transfers. The Superintendent shall recommend to the Director General of Prisons for the transfer of prisoner to be transferred to the districts other than the neighbouring districts. Such recommendations shall be made through the Range Deputy Inspector General of Prisons on the performa prescribed from time to time.

Transfer of young adult male convicts	**128.** Young adult male convicts sentenced to rigorous imprisonment of five years or more and who are eligible for transfer to concentration jails reserved for such convicts shall be transferred immediately without waiting for the result of appeal and without reference to the Director General (Prisons).
Transfer of convict to or from a jail outside the State	**129.** The transfer of convicts from a jail in Uttar Pradesh to a jail in another state for execution of sentence or for release requires the previous consent of the State Governments of both the Uttar Pradesh and the other State concerned. When such a transfer is rendered necessary by any general or special order or for disciplinary reasons the Superintendent shall submit the nominal roll in duplicate of the convict to the Director General (Prisons) for transmission to the State Government.
Transfer of convicts from another State for release	**130.** When any convict is transferred from another State to any jail in Uttar Pradesh for release, the Superintendent of the Jail shall inform the District Magistrate of the impending release. The District Magistrate in communication with the Superintendent of Police shall take such action as he may consider necessary.
Medical certificate to accompany application for transfer	**131.** The Superintendent shall, when applying for the sanction of the Director General (Prisons) for a prisoners transfer, submit the nominal roll of the prisoner after obtaining thereon, a certificate from the Medical Officer that the prisoner is free from any illness rendering him unfit for removal.
Arrangements for transfer of prisoners	**132.** When the sanction of the Director General (Prisons) has been received for the transfer of the prisoner, the Superintendent shall apply to the Superintendent of Police for a police escort and, if the prisoner is to travel by rail, shall arrange for the necessary accommodation.
Intimation of transfer of certain prisoners and requisition for police escort	**133.** A requisition for police escort shall be sent by the Superintendent to the Superintendent of Police of the intended dispatch of a party of prisoner's at least two clear days before the proposed date of transfer. The number and importance of the prisoners is to be distinctly stated. When the prisoners have been imprisoned for offences connected with some definite political or religious matter which has attracted general attention, and circumstances have rendered advisable their transfer to a jail in another district, intimation should at the same time be sent to the District Magistrate and the Superintendent of Police of that district.
Entries to be made on warrant and history ticket	**134.** If the sentence of a convict includes a period of solitary confinement, the fact that he has completed it, or if he has not completed it, the number of days or weeks of solitary confinement undergone shall be recorded on the back of the warrant. The Superintendent shall also see that all undertrial days and all remissions, whether earned under the remission system or granted under a special order, are recorded on the convict's history ticket. The officer in-charge for admission and release of prisoners is responsible

	for seeing that the above particulars are entered correctly, and all such entries shall be checked and counter signed by the Jailor and the Superintendent.
Solitary confinement ticket	**135.** The solitary confinement ticket of a convict sentenced to such confinement shall be sent along with him on his transfer when such sentence has not been completed.
Supply of clothing to convicts on transfer	**136.** On the date of transfer the convicts who are to be transferred shall be paraded inside the prison, and after the Medical Officer has examined them and certified their fitness for the journey, shall be provided with all the necessary clothing in good condition. The Jailor shall personally satisfy himself that all convicts have sufficient clothing and are properly dressed. The convicts shall also be minutely searched in the presence of the Jailor before they leave the premises of the jail. Two blankets in winter and one blanket in the summer and in the rainy season shall also be provided to each convict.
Supply of diet to convicts on transfer	**137**. Convicts on transfer should be given a meal of cooked rations before starting and should be provided with diet money as per scale laid down in rule 106 or sufficient articles of food for the entire journey. These items and money will be kept in charge of the escort.
Use of handcuffs or fetters in transit	**138.** Where the police or the jail authorities have sufficient basis for drawing a strong inference that a particular prisoner is likely to jump out of the jail or break out of custody, or is violent, or is dangerous, then the permission to handcuff or fetter the prisoner shall be obtained from the concerned Court in case of an undertrial prisoner and from the District Magistrate in case of a convict.
Search of convicts by escort	**139.** The convicts shall also be searched before passing out of the main gate in the presence of the officer in command of the escort, who shall, before receiving charge of the convicts, satisfy himself and certify that the convicts have been thoroughly searched. He shall be held responsible for their safe custody until they are again made over to the Jail Department.
Documents to accompany convicts	**140.** The following documents relating to each transferred convict shall be given to the officer in charge of the escort to be delivered to the Superintendent of the receiving prison namely: • His original warrant or warrants duly endorsed; • A copy of the committing Court's judgement, if available, the order of any; • The order of any • Appellate court and of the Government on any petition made by the prison: • A nominal roll; • His history ticket; • His remission sheet, if any;

	• His medical case sheet; • Duplicate and triplicate lists of all private property belonging to the prisoner; A list of clothing, bedding and other government property sent with the prisoner; The total amount of remission earned by every transferred convict up to the end of the preceding month shall be endorsed on his history ticket, remission sheet and on the warrant, and the entries shall be signed by the Superintendent. The Jailor of the transferring prison shall be responsible that the above information is duly and correctly supplied and that all documents to accompany the convicts are correctly sent.
Other articles to accompany convicts and their disposal	**141.** On the transfer of a convict from one jail to another, his money up to rupees 1000/- (the rest amount, if any, shall be sent by a demand draft or cheque), clothing and other property, if any, shall also be handed over to the escort to be taken along with the convict to the jail to which he is transferred. Care should be taken that cash and valuables and such articles as may be used as a weapon, such as knives, are handed over separately to the police escort. A statement in duplicate of all clothing, fetters and other Government property sent with the convicts on transfer shall accompany them. On the arrival of the convicts at their destination, the stock details of the clothing and other belongings should be given to the transferring jail by the same police escort as a receipt.
Receipt for convicts and property accompanying them	**142.** The officer in command of the escort shall sign a receipt for the convicts, all jail property and documents and convicts private property, etc., made over to him along with the convicts and shall certify that the convicts have been searched in his presence shall also certify that the fetters, if any, are secure and shall also certify whether the convicts are free from any bruises or wounds or injuries due to maltreatment or beating before he took charge of them. The receipt and the certificate shall be entered in the column of remarks in appropriate jail register.
Intimation to the receiving jail	**143.** Before convicts are dispatched in the custody of the escort, the Superintendent shall send intimation to the Superintendent of the receiving jail by telephone or radiogram, as may be considered necessary, informing him of the probable date and the hour of their arrival at destination.
Rules for the movement of convicts	**144.** The following rules regulate the movement of convicts : Convicts on transfer from one jail to another shall be conveyed in a general second class compartment by rail, except when the District Magistrate recommends that accommodation in a higher class be provided. In case of doubt Superintendent should obtain the instructions of the District Magistrate in regard to the class in which a particular prisoner is to be conveyed on transfer. A prisoner shall, however, be permitted to travel with his escort in a higher class if he pays the total additional cost.

	Reserved accommodation may be provided when the number of prisoners and their escorts exceeds five, or when insane, violent or dangerous prisoners or prisoners in military uniform are transferred or when the Superintendent of Jail requests that any particular prisoner or prisoners should be provided with reserved accommodation. The Superintendent of Police shall pay for the fares of the police escort, and the Superintendent of the Jail shall pay the balance of the railway charges.
Inquiries on a prisoners death	**145.** When a prisoner dies in the course of transfer from one jail to another, the Magistrate of the district in which the death occurs, is required to make inquiries into the circumstances attending the prisoners death and furnish a certificate of the prisoners death under his official seal and signature of the Superintendent of the transferring jail.
Procedure on receipt of Court's order to produce prisoner	**146.** On receipt of an order from a Court for the production of any prisoner, the Superintendent shall at once apply to the Superintendent of Police for a police escort and shall request the attendance of the escort at the jail gate to receive charge of the prisoner at the hour to be named in the application. The Superintendent of the jail shall distinctly state the importance and status of the prisoner, and if he is specially dangerous, this fact shall also be mentioned.
Making over of a prisoner to the escort	**147.** At the time fixed the prisoner shall be made over by the Jailor to the officer in command of the escort, together with a descriptive roll showing the name of the prisoner, his appearance, age, the Court before which he is to be taken, and the date on which his attendance is required. A duplicate copy of the descriptive roll shall be signed by the officer in command of the escort and shall be retained by the Jailor. From the time of the delivery of the prisoner to the charge of the officer in command of the escort until the return of the prisoner to the jail, the responsibility for his safe custody shall rest with the officer in command and of the escort and that responsibility shall not terminate until the Jailor endorses upon the descriptive roll retained by the officer in command of the escort a certificate to the effect that the prisoner has returned in security to the jail or has not returned owing to good and sufficient cause.
Procedure when a convict is sent to another district to stand trialetc	**148.** When a prisoner is sent to another district for trial in another case, or for any other purpose, the Superintendent/Jailor shall send with the prisoner a letter requiring his return, his history ticket and a copy of his warrant of commitment. The Jailor shall take a receipt for these documents from the officers in charge of the police escort. the prosecuting officer of the district to which the convict has been sent shall arrange for the return of the Prisoner when no longer required by the Court.

Expenses on conveyance and diet of prisoners	**149.** The police department shall defray all charges of every kind relating to the conveyance of all prisoners to and from the Courts, including the cost of the prisoners' diet when they are in their custody.
Repatriation of Prisoners	**150.** Foreign prisoners imprisoned in a jail in India or vice versa shall be transferred to their native countries for serving remaining part of their sentence near to their families in accordance to REPATRIATION OF PRISONERS ACT, 2003, (Act no. 49 of 2003) and REPATRIATION OF PRISONERS RULES, 2004. This facility will be available only in the context wherein operational agreements exist with India and other countries. Guidelines for the transfer of sentenced person issued by Government of India vide F.N. 11017/23/2002-PR dated 10th August, 2015 shall be followed.
Rules not applicable to prisoners detained under special laws, etc	**151.** The rules in this Chapter do not apply to prisoners detained in prisons without trial under special laws, and such prisoners cannot be transferred from one jail to another except by the order of the Central Government or the State Government and competent court as the case may be.

CHAPTER 10 THE REMISSION SYSTEM AND PREMATURE RELEASE	
Interpretation in these rules	**152.** **(a)**- "Convict" includes a person committed to prison in default of furnishing security to keep the peace or be of good behavior. **(b)** "Life Convict" means a convict sentenced to imprisonment for life and the period of sentence in such cases shall be reckoned as twenty years for calculation, provided that the period of twenty years referred to above would not include any sentence for any period for a subsequent offence committed while in prison or during suspension of sentence. **(c)** "Sentence" means a sentence as finally fixed on appeal, revision or otherwise and includes imprisonment for failure to give security for keeping the peace or for good behavior as well as a sentence of imprisonment in default of payment of fine. **(d)** "Heinous offences" are offences punishable under the provisions of the Indian Penal Code, or any other law with sentence of death or imprisonment for life or a sentence of imprisonment for seven years or more and offences punishable under the provisions of sections 147,148, 152,153-A, 212, 378 and 411 of the Indian Penal Code, provided that the final substantive sentence inflicted is imprisonment for a term of not less than two years. **(e)**"Organized crime" is a crime committed by one or more of a body of persons Associated for the purpose of committing such crime or crimes of a similar nature.
"The Remission System"	**153.** **Remission-** Remissions shall be of the following types (a) Ordinary remission. (b) Special remission. (c) Remissions awarded by general or special orders of the State Government. **Cases in which no remission is earned-** No remission shall be earned on the portion of a sentence undergone by a

	prisoner while released conditionally or on probation under the 'U.P. Prisoners' Release on Probation Act,1938 (Act no. VIII of1938) or on suspension of sentence under the orders of the State Government. No ordinary remission shall be earned in the following cases- **(i)-**in respect of any sentence of rigorous imprisonment for a period of less than two Months **(ii)-** in respect of any sentence of simple imprisonment, except for any continuous period, not being less than one month, during which the convict labours voluntarily, **(iii)-**In respect of any sentence passed in default of payment of fine only which is not annexed to a term of substantive sentence for which the prisoner is otherwise eligible for remission. **(iv)-** prisoners who are admitted in hospital as indoor patients owing to self-inflicted injuries for such period as would be decided by the Superintendent. **(v)-** prisoners who have been specifically debarred from remission under any statute or rule or judicial order. **NOTE:** If a convict's sentence is reduced on appeal to that of less than two months' imprisonment, he shall cease to be eligible for ordinary remissions under these rules, and any remission that he may have earned prior to the reduction of his sentence shall be forfeited.
Forfeiture of remission	**154.** If a convict is sentenced for an offence committed after his admission to jail, under sections 147, 148, 152, 224, 302, 304, 304-A, 306, 307, 308, 323, 324, 325, 326, 332, 333, 352, 353 or 377 of the Indian Penal Code, 1860 (Act no.45 of 1860) or for an assault committed after his admission to jail on a warder or any other officer, the Director General (Prisons) may order the whole or part of any remissions earned by the convict up to the date of the said conviction.
Re-admission to the remission system	**155.** The Superintendent may, with the previous sanction of the Director General (Prisons) re-admit to the remission system any convict who has been removed there from under the rules contained in Chapter XXX. Such convict shall begin to earn remissions from the commencement of the calendar month following the date of such re-admission.
Scale of ordinary remission	**156.** Ordinary remissions shall be awarded on the following scale : **(a)** Three days per month for thoroughly good conduct and scrupulous attention to all prison regulations. **(b)** Three days per month for industry and the due performance of the prescribed daily task.

	Explanation- A convict who is unable to labour through causes beyond his control such as his being in Court, in transit from one jail to another, in hospital or in an infirm gang, shall be granted remission under the following clauses :- **(a)** on the scale earned by him during the previous month, if his conduct prior to and during the period in question has been such as to entitle him to the grant of such remission convict shall also be entitled to the grant of remission under clause. **(b)** on the scale earned by him during the previous month, if he was working during that period. If not, remission shall be awarded to him at the rate of three days per month : Provided that if his absence from work is due to his own misconduct in jail, no remission under clause (b) shall be awarded to him for the period of such absence: Provided further that if he is in a hospital or in an invalid gang, no remission under clause Shall be granted unless the Medical Officer certifies that the convict's absence from labour is due to causes beyond his control and is in no ways caused by any action of the convict himself with a view to escape work or to get into or to remain in hospital. Prisoners sentenced by Court martial shall be granted ordinary remission of the period they pass in transit, or in military custody, before their admission in prison on the same scale as laid down in these rules.
Scale of ordinary remission for convict officers	**157.** In lieu of the remission allowed under the preceding paragraph, convict warders shall receive ten days of ordinary remission per month, convict overseers eight days per month and convict night watchmen seven days per month. Convict overseers employed on duty on the main walls or outside the barracks at night shall receive two days' ordinary remission per month in addition to the remission granted under this rule. The grant of this remission shall be subject to thoroughly good conduct, scrupulous attention to all prison regulations and the due performance of duty on the part of the convict officers.
Remission to convicts on scavenging duty	**158.** Subject to good work and conduct in jail, convicts of the scavenger class working as scavengers in jails, or convicts whom on administrative grounds it is not found expedient to promote to the grades of convict officers, shall, though they may not be appointed convict officers, be entitled to receive ordinary remissions at the scales sanctioned in the preceding paragraph for convict night watchmen and convict overseers, respectively, with effect from the first day of the month following the one on which they would, but for this rule, be eligible for promotion to those grades.
Remissions to convicts expert in any industry or employed on wool carding	**159.** Convicts who become experts in any industry may be granted remissions admissible under rule 158 in lieu of promotion to the post of convict officers. Special remissions at double rates shall be granted to convict employed of wool carding.

Commencement of remissions	**160.** Subject to the provisions of rule 156 ordinary remissions under rule 157 shall be a calculated from the first day of the calendar month next following the date on which the convict is committed to jail, or, if he was in jail as an under-trial prisoner on the date of sentence, the date of such sentence. Any convict who, because of his having been released on bail or of his sentence having been temporarily suspended, is afterwards re-admitted to jail, shall be brought under the remission system on the first day of the calendar month next following such re-admission, but shall be credited with any remission which he may have earned as a convict previous to his release on bail or the suspension of his sentence. Remissions under rule 158 shall be calculated from the first day of the calendar month following the appointment of the convict as a convict warder, convict overseer or convict night watchman.
Remission to convicts working on holidays	**161.** Convicts employed on prison services, such as cooks, scavengers, store-keepers, lamp cleaners, hospital attendants, and barbers etc., who ordinarily work on sundays and other jail holidays, may be awarded one day's ordinary remission for each complete calendar month during which they have been so employed, in addition to any other remission earned under these rules. Convict warders and convict overseers shall, however, not be eligible for remissions under this rule.
Remission for continuous period of no punishment	**162.** Any convict, eligible for remission under these rules, who, for a continuous period of one year or more reckoned from the first day of the month following the date of his sentence or his commitment or re-commitment to jail after conviction or the date on which he was last punished for a prison offence, has received no punishment other than a formal warning for any prison offence, shall be awarded fifteen days' ordinary remission in addition to any other remissions earned under these rules for each such completed year. When a convict has been well-behaved and has not been punished except by a formal warning, and has devoted, himself diligently to the performance of the prescribed daily task, for three consecutive years, he shall, in addition to the 'fifteen days' remission for each of the first two years be awarded a remission of two months at the end of the third year.
Officers authorized to award ordinary remissions	**163.** Ordinary remissions shall be awarded by the Superintendent or, subject to his control and supervision and according to the provisions of the rule 165, by the Jailor, Deputy Jailor, or any other officer specially empowered by him in this behalf.
Procedure for the award of remission	**164.** The award of ordinary remissions shall be made as nearly as possible on January 1, April 1, July 1, and October 1. An officer awarding ordinary remissions shall, before making the award consult the convicts history ticket on which every offence proved against

	the convict must be carefully recorded. If a convict has not been punished during the quarter otherwise than by a formal warning, he shall be awarded the full ordinary remission earned by him for that quarter under rule 157. If a convict has been punished during the quarter otherwise than by a formal warning, the case shall be placed before the Superintendent, who after considering the punishment or punishments awarded to him, shall decide the amount of remission to be granted to him. All remissions awarded to a convict shall be intimated to him and recorded as soon as possible on his history ticket. They shall also be entered every quarter on the remission sheet.
No remission for the month of release	**165.** No convict shall receive ordinary remission in respect of the calendar month in which he is released. **Note :** If in calculating the final date of release it is found that the grant of the full amount of remission for any month would bring the convicts date of release within the very month, remission just sufficient to admit of his being released on the 1st day of the following month should be given.
Special remissions	**166.** Unless specifically debarred under rule 154 (iv, v and vi), special remission may be given to any convict, whether entitled to ordinary remission or not, for special services, such as- **(i)** marked diligence in teaching to read and write; **(ii)** special proficiency in learning to read and write; **(iii)** marked success in teaching handicraft and vocational training; **(iv)** special excellence in work or greatly increased out-turns of work of good quality; **(iv)** protecting a person inside the prison from attack; **(vi)** special assistance to an officer of the prison in case of an outbreak of fire or other similar emergency; **(vii)** assisting in detecting or preventing breaches of prison discipline or regulations; **(viii)** preventing escape or riot by prisoners, apprehending prisoners attempting to escape or riot, or giving information about any plan or

	attempt by a prisoner or group of prisoners, to escape or riot; **(ix)** outstanding contribution in cultural activities; **(x)** special work in industry, agriculture or any other work programme; **(xi)** passing a Board or a University examination with 70% or more marks while in the prison;
Extent of special remission	**167**. **Special remission may be awarded-** **(i)** by the Superintendent, to an amount not exceeding three days for every completed calendar month; **(ii)** by the Deputy Inspector General, to an amount not exceeding six days for every completed calendar month; **(iii)** by the Director General, to an amount not exceeding nine days for every completed calendar month. **Note :** Special remissions under rule 167 will be awarded by the Superintendent after obtaining a report on the spot-check of the work of a prisoner and in the case of an industrial worker for whom a labour ticket is maintained in terms of rule 846 such remissions should also be noted by the Superintendent in the labour ticket as well. Special remissions under rule 167 will be awarded by the Superintendent in the month of January, April, July and October each year for the previous quarter only. These could also be granted at the time of release for the quarter in which the release falls due. But the special remissions would not be granted for the calendar month for which they have not been granted, when due. Reasons for special remissions awarded under rule 167 should be specially mentioned in the history tickets.
Entry of special remission on history ticket	**168.** An award of special remission shall be entered on the history ticket of the convict as soon as possible after it is made, and when such remission has been awarded by the Superintendent, brief reasons for such award shall also be recorded thereon.
Limit of ordinary and special remission	**169.** The total remission awarded to a convict under ordinary and special remissions, as defined under rule 167, shall not without the special sanction of the State Government, exceed one-third part of his sentence undergone. Remission granted by Government under special order shall not come under in this limit.

Method of converting days of remission into months and days in calculating date of release	**170.** In calculating the date of release of a convict the number of days of remission earned shall be converted into months and days at the rate of thirty days to a month.
Release of convicts on earning remissions	**171.** When a convict, other than a life-convict, has earned such remission as entitles him to release, the Superintendent shall release him unconditionally : Provided that when the premature release of a convict has been ordered by the State Government, whether on the recommendation of the revising board or under the fourteen-year rule or otherwise, such conditions as may have been imposed by the State Government shall be complied with.
No life convict to be released without orders of the State Government	**172**. No life convict and no convict in whose case the State Government may have passed an order forbidding his release without reference to it, shall be released conditionally or unconditionally without the special orders of the State Government and all such cases shall be reported at the proper time by the Superintendent for the orders of the State Government through the Director General (Prisons).
Total remissions to be endorsed on warrant on release	**173.** When a convict is released without reference to the State Government, the total amount of remission earned by him shall be endorsed on his warrant and the endorsement shall be signed by the Superintendent.
Remission to be entered on history ticket and warrant of a prisoner on transfer	**174.** When a convict is transferred to another jail, the total amount of remission earned by him up to the end of the previous month shall be endorsed on his warrant and entered on his history ticket, the entries being signed by the Superintendent and the remission sheet shall be sent with the convict along with other documents. The receiving jail shall be responsible for seeing that the above information is duly obtained. Every jail in which a convict serves a portion of his sentence shall be responsible for the correct calculation of the remission earned by him in that jail.
Remission sheets of released convict	**175.** The remission sheet of a convict shall be retained in the jail for a period of one year after his release.

Information to be sent by Courts in case of convicts convicted of heinous offences	**176.** When a convict is sent to a jail under a sentence of imprisonment, for term or terms exceeding in the aggregate fourteen years on conviction for a "heinous offence" the Court shall furnish information on the following points to the Superintendent of the Jail concerned : (1) whether the convict is a professional, hereditary, or specially dangerous criminal or not. (2) whether the offence of which he was convicted was an "organised crime" or not.
Premature Release	**177.** **Recommendation for release of sick convict-** The Superintendent may recommend for consideration and orders of the State Government the cases of a convict suffering from disease which if likely to prove fatal if the convict remains in prison, but from which there is reasonable chance of recovery if he is released : Provided that,- **(i)** the disease has not been produced or aggravated by any wilful act on the part of the convict; **(ii)** the Medical Board consisting of the following recommends his release and certifies that the disease is of the nature described: **(a)** Chief Medical Officer of the district; **(b)** Chief Medical Superintendent of District hospital or senior Consultant of district hospital nominated by him; **(c)** A Specialist to be nominated by the Principal of the nearest Government Medical College; **(d)** A Specialist to be nominated by the Principal of the nearest Government Ayurvedic College; **(e)** The Medical Superintendent of the Jail who shall be Convenor. **Note-** The Chief Medical Officer or the Cheif Medical Superintendent whoever be senior, shall be the Chairman of the Board and remaining medical Specialists shall be the members of the Board. **(iii)** The District Magistrate of the district of conviction has no objection to the release of the convict; and **(iv)** The convict is willing to be released and has relatives or friends to look after him, after he is released. After forwarding the cases to the District Magistrate of the district of conviction through the Superintendent of Police and obtaining from him a report, the Superintendent shall submit the case to the State Government in the prescribed form in duplicate through the Director General (Prisons).

	If the convict is undergoing imprisonment in default of furnishing security under section 122 of the Code of Criminal Procedure, 1973, he shall instead of forwarding the case to the State Government, refer it, through the Superintendent of Police, to the District Magistrate of the district of conviction, under section 123 of the said Code. The provision of rule 232 shall also be observed. In the case of convicts convicted in other States, the provision of rule 189 shall also be observed. The cases of the convicts covered under section 433-A of the the Code of Criminal Procedure, 1973 shall be considered after they have served at least fourteen years of imprisonment.
Release of convicts on grounds of old age, infirmity or illness	**178.** The Superintendent shall, on the 1st of May every year, submit a list to the Medical Board referred to in rule 180 containing the name of every convict who owing to old age, infirmity or illness is permanently incapacitated from the commission of further crime of the nature of that for which he has been convicted. The Medical Board shall consider the cases given in the said list and submit its report to the Director General of Prisons through the Superintendent. In cases which appear to him suitable for reference to Government the Director General (Prisons) shall, after forwarding the cases to the District Magistrate of the district of conviction through the Superintendent of Police and obtaining their views whether there is any objection to the conditional or unconditional release of the convicts, report the names of such convicts to the State Government with his recommendations whether the convicts should be released. The provision of paragraph 173 shall also be observed. In the case of convicts convicted in other State the provisions of paragraph 189 shall also be observed. This rule does not preclude Superintendent from making special recommendations at any time for release on account of bodily infirmity under the orders contained in the preceding rule. The cases of the convicts covered under section 433-A of the Code of Criminal Procedure, 1973 shall be considered after they have served at least fourteen years of imprisonment.
Recommendation for release of convicts suffering from fatal illness	**179.** The Superintendent may recommend for the release of a convict who is suffering from a fatal illness or infirmity, whatever its nature, and is, as far as can be foreseen, is likely to die within three months, provided the convict is willing to be released and has friends or relatives who are willing to take him and look after him and he is not in condition that makes it impossible for him to be taken to his home. The Medical Board referred to under rule 178 shall certify on the prescribed form that the convict is approaching death in near future. The Superintendent shall, after referring the case to the District

	Magistrate of the district of residence through the Superintendent of Police and obtaining a report whether there is anyone capable of looking after the convict, if released, submit the case to the State Government through the Director General (Prisons). In the case of convict convicted in other states, the provision of rule 189 shall be observed. In case in where all requisite conditions are fulfilled and in where delay is likely to imperil the convict's life the Superintendent may release the convict in anticipation of the orders of the State Government. If the convict is undergoing imprisonment in default of furnishing security under section 122 of the Code of Criminal Procedure, 1973 the case shall instead of being submitted to the Government, be referred to the District Magistrate of the district of conviction through the Superintendent of Police under section 124 of the said Code. The names of prisoners released under this paragraph shall be communicated to the District Magistrate of the district where the convicts reside and the District Magistrate shall report to the Director General on the expiry of four months from the date of release of each prisoner whether the man is living or dead. In case he is alive the report shall indicate in a general way the condition of man's health. The number of convicts released under these orders shall be shown in the Annual Report along with the death rates in jail. provision of rule 191 shall be observed. The cases of the convicts covered under section 433-A of the Code of Criminal Procedure, 1973 may be considered after they had served at least fourteen years of imprisonment.
Nominal rolls of convicts under fourteen years rule	**180.** **(a)** The Superintendent shall submit through the Superintendent of Police and District Magistrate of the district of conviction, for the consideration and the orders of the State Government under section 432 of the Code of Criminal Procedure, 1973 the nominal roll in duplicate of every life convict as soon as the term of imprisonment undergone by the convict together with any remission earned by him under the rules amounts to fourteen years. Immediately on receipt of the roll, the District Magistrate shall move the Court concerned for supplying him with the certified copy of relevant judgment in the case free of cost and record on the roll after consulting through the Superintendent of Police or the District Magistrate of the district of residence, if such district of residence is other than the district of conviction:

(i) His opinion whether there is any objection to the immediate release of the convict.

(ii) If there is any objection to the immediate release of the convict, his suggestion as to the total period of imprisonment inclusive of remissions which the convicts should serve; and,

(iii) A brief account of circumstances of the crime or crimes for which the convict was Convicted.

In the case of convicts convicted in other State the provisions of the role 189 shall also be observed.

The Superintendent shall not be required to submit the nominal roll in case of a prisoner who has already been released on license or otherwise, under the provisions of the United Provisions Prisoners Release on Probation Act,1938 (Act no. 8 of 1938) and the rules made there under or who has applied for such release under the said Act of 1938 and the rules made there under.

The cases of the convicts covered under section 433-A of the Code of Criminal Procedure, 1973 shall be considered under this role after they had served at least fourteen years of imprisonment.

(b) The District Magistrate shall forward the roll to the Director General of Prisons. The rolls received from the districts by the Director General of Prisons shall be considered by an Advisory

Committee consisting of :

Director General of Prisons, Uttar Pradesh	Chairman
Joint/Special Secretary to the Government of Uttar Pradesh in Prison Department nominated by the Secretary/Principal Secretary/Additional Chief Secretary Prison.	Member
Special Secretary to the Government of Uttar Pradesh law Department nominated by the Judicial Secretary.	Member
Chief Probation Officer.	Member
Additional Inspector General of Prisons, Uttar Pradesh.	Member Secretary

If the State Government in any case directs that such convict shall be released after he has served a specified period of sentence or that this case should be re-submitted for consideration after a specified period, then the period should be counted from the date of commencement of the convict's sentence including the remission, if any.

	Note: A life sentence should always be shown as such and not converted into years of imprisonment in the nominal rolls submitted to the State Government.
Case of military convicts-	**181.** When the case of a military convict sentence to imprisonment by a Court-martial is submitted to the State Government for consideration of the question of sentence, the fact that the sentence was passed by a Court martial shall be prominently brought to the notice of the State Government.
Procedure when Government has postponed consideration of the case-	**182.** If on first submission of a case under the fourteen years roll, the State Government passes orders for the release of a convict after a certain stated period, the Superintendent shall not refer the case to the District Magistrate again when re-submitting it to Government for the issue of necessary orders ; but if the State Government directs that the case shall be reconsidered after a certain specified period, the roll shall at the proper time be re-submitted through the Superintendent of police and the District Magistrate who shall record a fresh opinion as in rule 181-a. In the case of convicts convicted in other states, the provisions of rule 189 shall also be observed.
Intimation of forwarding nominal roll to the Superintendent by the District Magistrate	**183.** The District Magistrate, while forwarding the nominal rolls of prisoners to the Director General (Prisons), either under rules 181 or 183 of this Manual will at the same time intimate the Superintendent of the Jail concerned of having done so to enable the latter to check any delay or loss in transmission of the rolls or the orders of Government thereon. The Superintendent of jails shall bring to the notice of Director General (Prisons) any case in which orders have not been received by him after two months from the date the roll was forwarded to Director General by the District Magistrate.
Life convicts	**184.** On receipt of the case of a life convict on the recommendation of the Advisory Committee under paragraph 181(a) or under rule 173, the State Government may pass one of the following orders: **(i)-**that the convict shall be released immediately, conditionally or unconditionally; **(ii)-**that the convict shall be released conditionally or unconditionally after serving a stated period of sentence inclusive of remissions; or **(iii)-**that the case shall be reconsidered after a stated period or after the convict has Served a specified period of sentence inclusive of remissions. In the second case when the release is to be unconditional the convict shall be released without further reference to the State Government when he has served the period specified in the order provided his conduct

	continue to be satisfactory. If the order is that the release shall be conditional, the Superintendent shall resubmit the case to the State Government for orders at least two months before the expiry of the specified period of sentence. In such case and also when an order has been passed by the State Government as at (iii) above, the resubmission of the case should be initiated by the jail at least two months before the date fixed for its resubmission in order to avoid any possible delay in the receipt of the case by the State Government..
Procedure in case of conditional release	**185.** When a convict, who is a resident of Uttar Pradesh, has been ordered to be released conditionally by the State Government, the Superintendent of the Jail shall at least two days before the date of release inform the Superintendent of Police of the district, in which he is confined, (which will also be his district of residence, vide rule (115) of the date of release and shall request him to depute a guard as provided in rule165 of the Rules for Guards and Escorts. The Superintendent of the Jail shall deliver to the convict a translation in Hindi of the order of release in Form A given in Appendix II and shall ask him to sign the agreement on the back of Form A. The Superintendent of the Jail shall then sign the certificate that the agreement has been duly executed. **Appendix-II**
Convicts unwilling to abide by the conditions of release to serve full sentence	**186.** A convict who is unwilling to abide by the prescribed conditions of release shall not be released till the expiry of his sentence.
Procedure of conditional release of a convict	**187-** On the day of release the Superintendent shall, in cases where conditional release has been ordered, make over the convict to the guard deputed for the purpose by the Superintendent of Police together with his descriptive roll and a copy of the order of release with the date of expiry of the sentence duly endorsed there. The original order of release shall be retained by the Superintendent. The guard shall take the convict to the Superintendent of Police who shall thereon proceed in accordance with paragraph 256 of Police Regulations. A prisoner, whose conditional release has been ordered, should be released, as soon as possible, but the Superintendent of the Jail shall not select a Court holiday, for the date of release. The date of the expiry of sentence is the date on which the sentence, reck one in the case of life convicts as twenty years, vide rule 153(b) would expire, if no remissions were allowed, and shall, unless the order of conditional release otherwise directs, be the date on which the conditions of release shall cease to be imposed.

Procedure when the convict is resident of another state	**188.** In the case of a convict convicted in another State, the Superintendent shall not enter into any correspondence with the District Magistrate of the district of the conviction, but shall forward the roll in duplicate to the State Government through the Director General (Prisons).But if such a convict is resident of this state, the Superintendent shall forward the roll through the District Magistrate of the district in which the convict resides. The District Magistrate shall record on the roll his opinion about the home surroundings of the prisoner, his antecedents and his likely occupation after release, and then forward it to the State Government. While forwarding the nominal roll in such a case to District Magistrate, the Superintendent shall also endorse a copy of his reference to the Director General (Prisons).**Appendix-II**
Rules for submitting petitions for clemency	**189**. Rules governing petitions for clemency submitted by, or on behalf of, convicted prisoners confined in jail, other than condemned prisoners, are contained in the Manual of Government Orders and if should be seen that such petitions, when presented by convicted prisoners confined in jail, shall be forwarded direct by the Superintendent to the District Magistrate of the district in which the prisoner was convicted along with jail report consisting of the prisoner's age, health and conduct in jail, the period of imprisonment to which he was sentenced and the period of imprisonment with remissions already undergone by the said convict. Such petitions must be accompanied by copies of the relevant judgments or orders.
References to be noted on the nominal roll and revision sheet	**190**. When the case of a convict is submitted to the Director General (Prisons) for consideration of the question of his premature release under this or any other Chapter of this Manual, the number and the date of any previous reference, made to the Director General (Prisons) on the subject of premature release and in case any orders have been previously passed by State Government in the case,the number, date and substance of such orders shall invariably be noted on the convict's nominal roll or revision of sentence sheet.

	CHAPTER- 11 CONVICT OFFICERS
Grades of convict officers	**191.** There shall be three grades of convict officers, viz., convict night watchman, convict overseer and convict warder.
Maximum number of convict officers in a jail	**192.** The maximum number of convict officers in a jail shall not exceed ten per cent of the daily average population thereof. If for any reason a larger number of convict officers is required the special sanction of the Director General shall be necessary. For the purpose of this rule, convict night watchmen employed during the day on ordinary jail labour are not to be classed as convict officers. The number of convict warders for each jail shall be fixed by the range Deputy Inspector General.
Convicts not eligible for appointment as convict officers	**193.** Convicts imprisoned under the Narcotic Drugs and Psychotropic Substances Act, 1985, (Act no. 61 of 1985) for escape under section 224, of the Indian Penal Code, 1860, attempt to escape, for offences under sections 231-263-A of the Indian Penal Code, 1860 (relating to coins or Government stamps), section 328 IPC (poisoning), 377 (unnatural offence), 463, 464, 466-477-A (forgery and false documents), 489-A, 489-B, 489-C and 489-I(counterfeiting currency notes and bank notes), of the Indian Penal Code, 1860 or under offences against State and convicts imprisoned under section 109 of the Code of Criminal Procedure, 1973, who are not police registered (C.R.) shall not be appointed convict officers. If a convict is also an undertrial in another case he shall not be appointed as **convict officer.**.
Convicts eligible for appointment as convict officers	**194.** All literate convicts other than those mentioned in the rule 194 sentenced to rigorous imprisonment or to simple imprisonment, if they elect to labour throughout the term of their imprisonment, are, subject to the conditions mentioned in rules 196 and 197, eligible for appointment as convict officers. **NOTE**: Military deserters may be appointed convict night watchmen and convict overseers and employed inside barracks, but should not be permitted to work on the main wall.
When casual convicts may be appointed convict officers	**195. A casual convict may be appointed**,- **(a)** A convict night watchman, if : **(i)** he has completed one-eight of his sentence; **(ii)** he has given proof of his good behaviour and work in industry; **(iii)** he is in good health and physically fit to under-take two hours' night duty in addition to his ordinary day labour;

	(b) A convict overseer, if : **(i)** he has served two months in the grade of convict night watchman; (**ii)** he has served one-fourth of his sentence; **(iii)** his health and conduct are good; **(c)** A convict warder, if: **(i)** he has served in the grade of convict overseer for at least two years; **(i)** he is a man of proven merit and intelligence; **(ii)** his residence is fixed and his antecedents are of good repute. **NOTE:** In calculating the period of eligibility the period undergone during trial and remission earned shall be taken into account.
When habitual convicts may be appointed convict officers	**196.** (a)Habitual convicts with not more than two previous convictions, may be employed as convict night watchmen, if they fulfil the conditions laid down in rule 196 for casual convicts. (b)Convict night watchmen of the habitual class with a good record and antecedents, who have completed half of their sentences including remissions, and have served for at least six months as convict night watchmen, may, if considered suitable be promoted to convict overseer's grade. (c) Convicts classified as incorrigible shall be ineligible for appointment as convict officers of any grade. (d) No convict of habitual class may be appointed convict warder.
Appointments of female convicts as convict night watchwomen and convict overseers	**197.** Female convicts are eligible for appointment as convict night watchwomen and convict overseers in accordance with the rules contained in this Chapter. They shall, however, be ineligible for promotion to the rank of convict warder (except in Central Prison for women) and shall not be employed outside the female barrack at night.
Superintendent's power to make appointments	**198.** Appointments to the grades of convict night watchmen and convict overseers may be made by the Superintendent, if a convict fulfils the prescribed conditions. Special appointments of convicts who are ineligible under the preceding rules may only be made with the sanction of the range Deputy Inspector General. Convict warders shall be appointed by the Director General from amongst convict overseers on the recommendation of the Superintendent.

Register of eligibility of convicts for various grades	**199.** The Superintendent shall maintain a register showing the probable dates of eligibility of every convict for the various grades of convict officers at the time a convict is admitted to jail. Convicts shall be considered for appointment in strict accordance with the seniority on this register.
Employment of convict overseers and convict warders	**200.** A convict overseer or a convict warder may be entrusted with the charge of convicts or an enclosure or workshop containing convicts within the jail wall only. A convict overseer may also be employed outside the jail walls but within the jail precincts as an assistant to a warder.
Duties of convict warders and overseers	**201.** It shall be the duty of convict warders and convict overseers : **(a)** to assist the warders of their gangs in superintending the convicts at work, conducting them to parades, maintaining discipline and order and keeping them in safe custody ; **(b)** to escort prisoners to the office or hospital or other parts of the jail, when required; **(c)** to count at frequent intervals the prisoners in their charge, to see that their number is correct, to search them and to prevent them from receiving or retaining prohibited articles, to report the possession of any forbidden articles by any prisoner and to prevent all breaches of jail rules; **(d)** to maintain order and discipline in the workshops in their charge, to supervise the labour of convicts in their gangs, to see that they industriously perform the allotted tasks and do not waste materials and to take care that all tools are properly used and carefully returned to the store ; **(e)** to pay attention to the cleanliness of the persons and clothes of prisoners, and to see that they bathe at such hours as may be prescribed and keep their fetters, leg-rings and utensils bright and clean ; **(f)** to keep watch over all property of whatever kind that may be entrusted to them from time to time; **(g)** to report any signs of sickness amongst the prisoners in their charge; **(h)** to keep the history tickets of the prisoners of their gangs ; and **(i)** to assist in quelling any disturbance, to defend any jail officer in case of assault and to prevent escapes.

Posting of convict warders and convict overseers for night duty	**202-** Convict warders and convict overseers may be posted for night duty both inside and outside the barracks. **NOTE:** For their duties in connection with night watch inside or outside the barracks or on the main walls, please refer to Chapter 30.
Parade of convict officers	**203.** All convict officers shall be paraded separately from ordinary prisoners.
Physical training for convict warders and convict overseers	**204.** Convict warders and convict overseers shall receive elementary instruction in physical training exercises.
Supply of whistles and batons to convict overseers and convict warders	**205.** Convict overseers on duty at night outside the barracks or on the main wall and convict warder shall be provided with batons, torches and whistles. Convict overseers in charge of gangs shall be provided with whistles only.
Supply of umbrellas	**206.** All convict warders and convict overseers on duty on the main wall or elsewhere, where they are exposed to the inclemency of weather shall be provided with umbrellas to protect themselves from the sun in the hot weather and rain.
Privilege for convict overseers	**207.** Convict overseers are allowed the following privileges : **(i)** to have 20 percent more coupons for canteen amenities than provided for other prisoners; **(ii)** to have an extra interview and to write and to receive an extra letter once a month. **NOTE:** Convict overseers may, with the permission of the Superintendent, substitute a letter with Reply for an interview, or vice versa.
Privileges for convict warders	**208.** Convict warders are allowed the following privileges:- **(i)**to have 20 percent more coupons for canteen amenities than provided for other prisoners; **(ii)** to have an extra interview and to write and to receive an extra letter once a month;

	(iii) to live and sleep separately from ordinary prisoners; **(iv)** to cook their own food; **(v)** ordinary shoes at Government expense, renewable every year; **NOTE:** Convict warders may with the permission of the Superintendent, substitute a letter with Reply for an interview, or vice versa.
Incentive to convict overseer and convict warders	**209.** Convict overseer and convict warder shall receive incentive at the rate of semi-skilled and skilled prisoners' incentive, respectively.
Removal of convict officer when he becomes permanently incapacitated	**210.** When any convict officer becomes permanently incapacitated to perform all or any of the duties required of him, the Superintendent may revert him to the position of an ordinary convict.
Appointment of female convict overseers	**211.** One or more female convict overseers shall be appointed in every prison where female prisoners are confined.
Rules for female convict officers	**212.** The rules for convict officers shall mutatis mutandis be applicable to female convict officers.

	CHAPTER- 12 **REVISING BOARDS**
Revising Boards	**213.** There shall be a Revising Board in every district for the purpose of revising the sentences of convicts in Uttar Pradesh as specified in rules 217 and 218. The said board shall consist of the following:- The District and Session Judge- Chairperson The District Magistrate- Co-Chairperson The Senior Superintendent/ Superintendent of Police of the district- Member The Superintendent of Jail- Member The District Probation officer Member **NOTE:** (1) The Superintendent of Jail shall act as the member Secretary of the Revising Board. (2) The cases of convicts transferred to other jails shall be considered by the Revising Boards of the district of conviction. The Superintendent of such jail shall provide there vision sheet of these transferred convicts to the Superintendent of the District Jail situated in the respective district of the conviction of the aforesaid convicts.
Dates of meetings	**214.** Meetings of the revising boards shall be convened by the chairperson in the months of January and July every year.
Cases to be considered by boards	**215**. The revising board shall consider the cases of **Casual prisoner-** (i) All casual prisoner with sentences of not less than three years and not more than four years when they have served two years of their sentences ; and (ii) All casual prisoners with sentences of over four years when they have served half of their sentences. **Habituals prisoner** The cases of habitual prisoner shall be eligible for the consideration of the board when: **(i)** The convicts have served two-thirds of their sentences and have

	completed at least two and half years' of imprisonment : and **(ii)** The Superintendent having regard to the work and conduct of the convicts and their mental and physical condition considers them to be suitable for premature release.
Calculation of revising board dates	**216.** **(a)** No remissions shall be taken into consideration in the calculations under the preceding rule. **(b)** Sentences in default of the payment of fine, when the fine has not been paid, shall be included when calculating revising board date.
Life sentences	**217.** **(a)** A convict undergoing life imprisonment is expected to remain in custody till the end of his life**.** **(b)** For calculation purpose imprisonment for life shall be reckoned as equivalent to imprisonment for twenty years.(sec-57 of the Indian Panel Code,1860)
Convicts undergoing several sentences	**218.** In case of several sentences of imprisonment for definite terms, if the sentences are Concurrent, they shall be treated as one sentence for the period of the longest of such sentences. But if the sentences are consecutive, the total of all such sentences shall be taken into consideration for fixing the date for the revising board, subject to the condition that if the total period which a term-convict has to serve in respect of two or more consecutive sentences, exceeds twenty years, the case of a casual prisoner shall be referred to the revising board after he has served ten years; and that of an habitual prisoner after he has served thirteen years and four months.
Concessions not to apply in certain classes of prisoners	**219.** The following classes of prisoners shall not be allowed the benefit of these concessions : **(i) Internees** and other prisoners detained without trial; **(ii)** convicts who have been released conditionally under section 432 of the Code of Criminal Procedure, 1973 (Act no. 2 of 1974) on license under the Prisoners Release on Probation Act, 1938 (U.P. Act VIII of 1938); **(iii)** convicts who have been re-admitted to jail on revocation of their licence under section 6 of theU.P. Prisoners Release on Probation Act, 1938 or for having violated any of the conditions of their release ordered under section 432 of the Code of Criminal Procedure, 1973: **(iv)** Convicts sentenced under Narcotic Drugs and Psychotropic

	Substances Act, 1985; **(v)** Any other Act, Law &Rule which debar from remission; (**vi)** Convicts sentenced for offence under state or offences involving terror or subversive activities or organized crime.
Date of revision	**220.** The date on which the case of a convict becomes due for consideration by the revising board is hereinafter called the date of revision. The cases of convicts whose dates of revision fall between the 1st of August and the 31st of January of the succeeding year shall come up for consideration by the revising board, during the **winter months**, while the cases of convicts whose dates of revision lie between the 1st of February and the 31st of July of any year shall come up for consideration by the revising boards during the **summer months**.
Register of dates of revision	**221.** The Superintendent through the Jailor shall maintain a revising board register in which he shall enter the dates of revision ofall convicts at the time of their admission. A sufficient number of pages shall be set apart for each half-year and the name and number of each convict with the date of revision shall be entered in its appropriate half year.
Postponed cases	**222.** When a case has been postponed for reconsideration, a fresh date for consideration shall be fixed. On the date on which the case is due for reconsideration the Superintendent shall endorse fresh remarks as to conduct, etc., on slips to be pasted on the margin of the revision sheet, but a fresh report need not be called for from the District Magistrate.
Particulars to be entered on revision sheets	**223.** It shall be the duty of the Superintendent and Jailor to see that revision sheets of convicts are forwarded in the prescribed form in duplicate, for completion to the District Magistrate of the district of conviction six months prior to the date of revision, with correct and legibly written particulars as to caste, parentage and the place of abode of the convict, stating clearly the name of the village, the thana and district. **NOTE (1):** In the case of convict sentenced in more cases than one full particulars of each case, such as the name of the sentencing officer, case number, crime Section, sentence and date of sentence shall be entered on the revision sheet. **NOTE (2):** Convicts whose cases are about to be put up before the revising board for consideration shall not be transferred to other jails unless their transfers are absolutely necessary, or, in the case of convicts confined in district jails other than district jails at the divisional headquarters where their cases are due to be considered, their transfer to the district jail at such divisional

	headquarters is Required by the chairman of the Revising Board. When a convict has been so transferred the Superintendent of the receiving jail shall see that the revision sheet of the convict is put up before the board with a note indicating that the convict has been so transferred. **NOTE(3)** : In case of convict convicted in other States the revision of sentence sheet shall be forwarded to the District Magistrate of the district in which the convict resides, if he is a resident of this State, who will record on it his opinion in terms of rule 229.The revision sheet shall be then placed before the Revising Board and forwarded to Government; along with its recommendations in accordance with the provisions contained in rule 231.The provisions of rule 191 shall also be observed. In the case of convicts convicted in other States the provisions of rule 189 shall also be observed and the Superintendent shall forward the revision sheet of sentence in duplicate to the State Government through the Director General.
Military convicts	**224.** The power of remitting sentences of persons convicted by the court-martial rests with the Central Government or authorities' prescribed by that Government; vide section 112 of Army Act, 1950 (Act no.45 of 1950) section 110 of Air Force Act, 1950 (Act no.45 of 1950) and relevant sections of the Navy Act 1957 (Act no.62 of 1957). Such cases should not be sent to District Magistrates or revising boards. The Superintendent should forward the revising sheets directly to the Adjutant General in India, General Headquarters, after recording his opinion as to the convict's fitness for release and his physical and mental condition. The orders of release will be communicated directly to the jail, vide section 109 of Army Act 1950, section 116 of Air Force Act, 1950 and relevant sections of the Navy Act 1957.
Opinion of District Magistrate and particulars about fine, etc	**225.** The District Magistrate of the district of conviction shall record his opinion supported, particularly in the case of professional dacoits, by detailed reasons, on the revision sheet as to the advisability of releasing the convict in advance of the expiry of his sentence and also a brief account of the crime for which he was convicted, containing details, as full and accurate as possible, of the convict's history, his conduct and association previous to conviction and other similar matters with special reference to the possibility of his home environments leading to a relapse into crime. In the case of prisoners sentenced to rigorous imprisonment for a period of five years or more the District Magistrate should before giving his opinion, consider the brief history of the convict, prepared at the time of conviction and entered in column6 of the note in the form of classification referred to in rule 45. If a convict has been sentenced to a fine, the revision sheet shall show

	whether the fine has been paid or not. If the fine has not been realized the District Magistrate shall state whether there is any possibility of the fine being realized.
Recommendations of the revising board	**226.** The board may in each case after considering the material before it and the effect on the convict of the period of imprisonment already undergone, either direct that the case be postponed for a definite period to be specified, or make one of the following recommendations: I. that the convict be released conditionally or unconditionally; II. that the premature release be refused; III. before any recommendation opinion of convicting court shall be sought on which the release shall be guided.
Scrutiny of cases of professional prisoners/dacoits	**227.** Revising boards should scrutinize cases of professional dacoits, i.e., dacoits with more than one conviction, with special care and should not recommend the premature release of such prisoners unless they are satisfied that there is no likelihood of the prisoners resuming their previous criminal activities.
Transmission of revision sheets to the Government	**228.** The revision sheets of all convicts recommended for release by a revising board Shall be forwarded by the secretary of the board directly to the State Government. The revision sheets in other cases shall be attached to the conviction warrants of the convict's concerned and in the case of convicts confined in other jails Shall be forwarded to those jails to be so attached to their conviction warrants.
Recommendations and orders to be entered in the register	**229.** A note of the recommendations of the revising board and the orders of the State Government in each case shall be made in the revising board register.
Revision sheet to be attached to commitment warrant	**230.** In the case of every convict released under the provisions of this chapter, the convict's revision sheet shall be attached to the commitment warrant or warrants which shall, after proper endorsement, be returned to the concerned Court.

CHAPTER-13

RELEASE ON PROBATION, PAROLE AND HOME LEAVE

Release on probation	**231.** Certain convicts are eligible for release on probation under the U.P. Prisoners' Release on Probation Act, 1938 (U.P. Act VIII of 1938), under the following two sections of the said Act - **(i)** under section 2, when the convict agrees to pass the remainder of his sentence under the supervision of a guardian; **(ii)** under section 8 when the convict enters into a bond with one or more sureties for his good behaviour for the observance of such conditions as the State Government may impose. The rules made under the above Act which contain all the necessary directions in respect of such releases are annexed in Appendix-III.
Applications under section 8	**232.** Action under section 8 of the aforesaid Act of 1938 is generally taken only in cases in which the sentences do not exceed one year and the offence is not of a serious nature. In cases in which the sentence does not exceed one year and the offence is not of a serious nature, it is essential that the applications should be forwarded as early as possible. No form is prescribed for such applications. It may be submitted to the District Magistrate of the district of conviction. The District Magistrate shall satisfy himself that the application contains all the necessary particulars. He shall make such inquiries as he considers necessary within as short a time as possible. Particulars in regard to the convict's age and conduct shall be obtained by the District Magistrate from the Superintendent directly. The District Magistrate shall forward the applications with his recommendations to the Director General of prison.
Register of releases on probation	**233.** The names of convicts eligible for release on probation shall be entered in a register of releases on probation and appropriate entries made in the columns provided therein.
Final date when no good conduct remissions are admissible	**234.** In the case of a convict eligible for release on probation, who is not entitled to good conduct remissions, the final date of submission of the case shall be the date of expiry of one-third of the total term of imprisonment, and shall be entered under the month in which such date falls and no trial date need be recorded.
Trial date when good conduct remissions are admissible	**235.** For a convict who is entitled to the benefits of the remission system, a trial date shall be fixed in the first instance according to the instructions given below: **(a)** if he is a prisoner sentenced to life to whom section 433-A of the Code of Criminal Procedure, 1973 applies when he has served imprisonment for a total actual period of fourteen years;

	(b) if he is a Prisoner sentenced for life and to whom section 433-A of the Code of Criminal Procedure,1973 dose not apply when he has served imprisonment for a total period of fourteen years with remission; and **(c)** in any other case if he has served one-third of sentence, without remission, as the period of imprisonment.
Fixing of final date	**236.** When the trial date arrives, the remission card of the convict shall be carefully examined and the final date for the submission of the case shall be fixed on the basis of the remissions earned and the remissions which the convict is expected to earn according to the information available at that time. The final date shall be the date on which the period of imprisonment actually undergone plus the remissions earned up to the last day of the preceding calendar month is equal to a period specified in rule 235.
List of cases due for submission	**237.** A list of all cases due for submission in a certain calendar month shall be drawn up three months before that month. Extracts from this list shall be sent to the Secretary of the Committee recognized by the Government for rehabilitation and welfare of the released prisoners, in the district of their residence of the convict with full details as to the names and addresses of the relatives of the convict, so as to reach him at least six weeks before the final date of submission of the case of each convict. The convicts shall also be informed of their date of eligibility to apply for release on probation and the purport of the rules should be explained to them on parade as soon as the list has been completed.
Facilities to convicts	**238.** Special facilities shall be afforded to convicts in respect of letters to enable them to communicate with their relatives or friends with a view to arrange for their guardians as required by the Probation Rules Special interviews with relatives or proposed guardians may also be allowed for the same purpose at the discretion of the Superintendent. Any prisoner eligible for release under rule 4 of the probation rules may apply to the Superintendent in the prescribed form one month before the date of such eligibility.
Convicts serving sentences in more than one case	**239.** When a convict is convicted of several offences, some of which render him ineligible for release on probation while other entitle him to such release and the sentence for the former offences is less than the sentence for the latter, his case shall be put up on the expiry of the sentence for the former offences or as soon thereafter as he has served the requisite portion of his sentence for the latter offences which entitles him to such release. In such cases necessary particulars regarding the commencement and the expiry of the periods of sentences awarded for

	these two classes of offences shall invariably be noted on the form of application.
Form A	**240.** Form A appended to the Probation Rule shall be carefully prepared and all particulars shall be legibly written. The names and addresses of convicts and guardians shall be complete, police reports shall not be written on the Form but may be written on separate paper, and attached to the Form, if necessary.
Forms to be stored	**241.** A sufficient stock of these forms shall be kept in every jail for supply free of charge to convicts, their relatives or persons offering themselves as their guardians.
Applications from convicts due for early release	**242.** The Superintendent and the District Magistrate should not accept applications from convicts whose normal dates of release fall due within three months from the date of their application, as by the time the orders are passed by the State Government the convicts are likely to have been released from jail.
Reasons for unsuitability of guardian	**243.** The District Magistrate shall, in brief, give reasons when he considers a particular guardian to be unsuitable.
Meetings of the board	**244.** (A) The meetings of the board referred to in rule 6(5) of the Probation Rules shall ordinarily be held in every quarter of the year. (B) All applications received by the Director General (Prisons) from the districts shall be considered by a board consisting of :-

1	Director General (Prisons)	Chairman
2	Special Secretary to Government of Uttar Pradesh, Home Department, nominated by the Home Secretary	Member
3	Special Secretary to Government of Uttar Pradesh, Judicial Department, nominated by the Secretary Judicial Department	Member
4	Chief Probation Officer, Uttar Pradesh	Member
5	Addl. Inspector General (Prisons)	Secretary

NOTE :

Three members shall form the quorum of a meeting of the board.

(C) Cases of convicts who are ineligible for release under the rule shall be returned by the Secretary without being placed before the board.

(D) Any delays in the receipt of applications should be brought to

	the notice of the concerned authorities by the Secretary. (E) The Secretary shall forward the proceedings of the board to the State Government within a week of the above mentioned meeting.
Release after expiry of certain period	**245.** When the State Government directs that a convict shall be released on license after the expiry of a certain period, the Superintendent shall resubmit shortly, before the expiry of that period, the original application in Form A on which the orders of Government were endorsed, when asking for the issue of the license in Form D. When the release is postponed by the board for a fixed period or when the case is recommended for release on license after a fixed period, that period shall count from the date on which the meeting of the board was held.
Transfer of convicts for release	**246.** The transfer of convicts to districts of their residence for the purpose of release under the Probation Rules, when necessary, does not require the sanction of the Director General of (Prisons).
Cases of convicts released on license not within the purview of revising boards	**247.** The cases of the convicts who have been released on license shall not be placed before the Revising Board.
Guardians	**248.** The Superintendent shall satisfy himself about the identity of the guardian before he delivers the convict to his charge. When the guardian is not a Probation Officer or a person well known to the authorities of the jail, the District Magistrate may issue a letter of authority to the prospective guardian in order that there may be no difficulty in the handing over of the convict to his rightful guardian.
Home leave	**249.** Convicted prisoners may be provided the facility of home leave for short duration in accordance to the rules annexed in **APPENDIX IV**.
Parole	**250.** Rules regarding grant of parole to the convicts shall be according to “The Uttar Pradesh. (Suspension of Sentence of prisoners) Rules, 2007 as amended from time to time as annened in the **Appendix XVI .**

CHAPTER 14

CLASSIFICATION AND SEPARATION OF PRISONERS

Classes of Prisoners	**251.** A prisoner confined in a jail may be- **(1)** a criminal prisoner which includes- **(a)** Convicted prisoner including a prisoner committed to or detained in prison under section 122 of the Code of Criminal Procedure, 1973, on his failure to give security when ordered to do so under section 117 of the said Code; **(b)** An un-convicted or undertrial prisoner; **(2)** A prisoner detained without trial under any law relating to the detention of such prisoners; and **(3)** A person detained in a jail under section 125 of the code of criminal procedure,1973. **(4)** A civil prisoner.
Definition of civil prisoner	**252.** The term "civil prisoner" includes – **(1)** a judgment-debtor confined under a warrant in execution of a decree of a civil court; **(2)** a revenue defaulter detained in custody under section 148 of the U.P. Land Revenue Act (III of 1901) ; and **(3)** Generally any prisoner other than a criminal prisoner or a detenu.
Classification of convicted prisoners	**253.** Convicted prisoners shall be classified into two categories: **(1)** Casual; and **(2)** Habitual. as defined in chapter II of this manual:
Sub-categories of casual prisoners	**254.** Casual prisoners shall be divided into the following sub-categories: **(a)** Star ; and **(b)** General. This classification shall be made by the court concerned. Those casual prisoners whose previous character was good, whose antecedents are not criminal and whose crime does not indicate grave cruelty, gross moral turpitude or depravity of mind shall be classified into the 'Star' sub-category. The remaining casual prisoners shall be placed in the 'General' sub-category. The Superintendent may revert a Star casual prisoner to the General class if after a special study of his life and habits inside the jail he considers it necessary.

Sub-categories of habitual prisoners	**255.** Habitual prisoners shall be divided into the following sub-categories. **(1)** Non-professional ; and **(2)** Professional. The non-professional habitual sub-category will consist of those prisoners who lapse into crime owing to their surroundings or some physical or mental defects, and who are not first offenders. In the other sub-category shall be included all other habitual prisoners, for instance, those who are men with an object, sound in mind and mostly sound in body, often highly skilled, who deliberately and with their eyes open prefer a life of crime, and know the tricks and manoeuvres necessary for that life.
Classification into superior and ordinary classes	**256.** Convicted criminal prisoners shall be divided into two classes: **(1)** Superior ; and **(2)** Ordinary. Prisoners may be admitted to the superior class by an order of the State Government. The rules relating to the treatment of superior class prisoners in jails are contained in chapter 15. All convicted prisoners who are not admitted to the superior class, shall be known as ordinary class prisoners and shall be governed by the general rules regarding the treatment of prisoners as contained in this Manual.
Recommendation for superior class	**257.** **(a)** In respect of criminal prisoner who is an accused before it, whether in trial, enquiry, appeal or revision and keeping in view the provisions of rule 259, the High Court may recommend to the State Government, and a Court of Session to the District Magistrate for his admission to superior class. **(b)** The High Court may, pending receipt of the order of the State Government direct the Superintendent of the jail concerned to admit the prisoner provisionally to the superior class and the Superintendent of jail shall comply with such direction.
Conditions for admission of a prisoner into superior class	**258.** **(1)** Superior class shall not ordinarily be given to a prisoner who has been ordered to be detained under chapter VIII of the Code of Criminal Procedure, 1973, or who has been convicted of any of the following offences- **(a)** offences under Chapter V-A, VI, VII and VIII. Section 161 ; Chapters XII, XV, XVI, XVII and XVIII of the Indian Penal Code; **(b)** offences under Sections 25 and 27 of the Arms Act, 1959 : **(c)** offences under the Prevention of Corruption Act, 1947 ; **(d)** offences under the Unlawful Activities (Prevention) Act, 1967 ; **(e)** offences under the Control of Goonda Act, 1970; **(f)** offences under the Prevention of Food Adulteration Act, 1954 **(g)** offences of abetment of any of the offences mentioned above ;

	(h) offences under Section 14 of the Foreigners Act, 1946 **(i)** any other offences involving violence or moral turpitude. **(j)** offences against women and children. **(k)** The Uttar Pradesh Gangster Act, Anti Social Activities Prevention Act, 1986. **(l)** any special act dealing with terror, subversive activities or organized crime. **(2)** If the District Magistrate is satisfied that the prisoners, education, character and antecedent, the nature of the offence committed and the motives thereof justifies superior class treatment to the prisoner, may, either on his own motion or as a recommendation made by the Court of Session or Magistrate under clause (a) of accord superior class – **(a)** to a prisoner not covered by sub-rule (1) and **(b)** to a prisoner covered by rule (1) but in very exceptional cases. **(3)** A brief note setting forth the grounds on which the superior class is accorded by the District Magistrate shall be furnished to the State Government. **(4)** The State Government either on its own motion or as recommendation made by the High Court may, for reasons to be recorded in writing likewise accord superior class to a prisoner if it is satisfied that his education, character and antecedents, the nature of offence committed and the motives therefor justify the same.
Military prisoners	**259.** In the case of military prisoners convicted by military courts the Superintendent shall inform the District Magistrate of the residence of the district of the prisoner whenever such a prisoner is admitted to the jail and the latter should obtain orders of the State Government in case he considers that the superior class should be given to such prisoners. In other respects the general instructions in rule 259 will apply.
Civil prisoners	**260.** There shall be two grades of civil prisoners **(1)** Superior ; and **(2)** Ordinary. The State Government or the District Magistrate of the district of residence of a civil prisoner for reasons to be recorded in writing, shall accord superior class to the civil prisoner if he is satisfied that his education, character and antecedents justify the same.
Undertrial prisoners	**261.** Unconvicted criminal prisoners shall be divided into two classes- **(1)** Superior ; and **(2)** Ordinary.
Detenues	**262.** Detenues shall be divided into two classes- **(1)** Superior ; and **(2)** Ordinary. The classification and treatment in jail of these prisoners shall be governed by such rules as may be prescribed.

Form of classification	**263.** The form of classification for convicted criminal prisoners is as prescribed below : (To be filed with the warrant) Form of classification To be filled in court **(1)** Name of convict…….. **(2)** Son of …….. **(3)** Name of the convicting court……. **(4)** Section or sections under which convicted…… **(5)** Sentence passed or order passed if imprisoned for failure to furnish security…… **(6)** Date of sentence …… **(7)** Whether to be treated as: Habitual…….. Casual……. **(8)** If habitual whether to be treated as: **(9)** Profesional. Non-professional. **(10)** Details of previous conviction or convictions …….. **(11)** Whether the convict is professional hereditary or specially dangerous …… **(12)** Whether the crime is organized …… **(13)** If casual, whether to be treated as- General…… Star…….. Station Seal of the court Signature of the Presiding Officer. Dated **(14)** (i) Whether admitted to the superior class ……. **(iii)** If so, the number and date of Government Order ……. Station

	Signature of the Superintendent Dated **Notes:** **(1)** Strike out the entries not required. It is the duty of the presiding officer of the convicting court to fill in items 7 to 9 of the form in his own handwriting and attach the form to the record of the case in order that it may be filed with the convict's warrant and sent to the jail along with the convict. **(2)** In case of a court having more than one presiding officer, items 7 to 9 of the form may be filled in by any one of them in his own hand-writing. **(3)** In the case of convicts sentenced to rigorous imprisonment for a term of five years or more a brief history of the case is to be prepared by the court with the assistance of the police, showing the nature of the crime; the previous conduct and association of the convict and other similar matters affecting the question of premature release whenever it may arise. One copy of this will be kept in the court and another shall be attached to the Form of classification of the convict.
Provisional classification by the Superintendent	**264.** In the absence of an order by the convicting court regarding the classification of a prisoner, in so far as the court is concerned, the Superintendent shall make a reference to the court and shall classify the prisoner himself, pending the result of such reference.
Revision against classification	**265.** Any person classed as habitual may apply for a revision of the order to the Session Judge or the authority by which the classification has been made.
Revision of classification	**266 .** **(a)** Convicting courts or Sessions Judge as the case may be, may revise the classification made by them, and the Sessions Judge may alter any classification of a convict including a person committed to or detained in prison for failure to furnish security, made by a convicting court, provided that the alteration is made on the basis of facts, which were not before such court at the time when such classification was made. **(b)** A revision of the classification into categories and sub-categories on the ground of continuous good or bad conduct may also be recommended by the superintendent to the Director-General of Prisons whose order shall be final. **Note-** The expression "Sessions Judge" means the Sessions Judge of the district in which the prisoner was convicted.

Classification necessary in the case of every convict	**267.** The Superintendent shall see that every convicted prisoner has been classified as habitual or casual in accordance with the form of classification furnished by the convicting court.
Rectification of classification	**268.** **(a)** When a convict not classified as habitual is subsequently found to be prisoner previously convicted of any offence, the Superintendent shall inform the concerned Court and forward the form of classification to him for correction, if necessary. **(b)** In any other case in which the Superintendent thinks that the classification of a prisoner should be revised, he shall act under rule 267(b)
Segregation of different classes of prisoners	**269.** In a jail where prisoners of more than one class are confined, the Superintendent shall make arrangements, as far as possible, for the complete segregation of different classes in separate circles, enclosures or barracks in accordance with the requirements of section 27 of the Prisons Act, 1894 and the rules contained in this chapter.
Segregation of casual from habitual prisoners	**270.** Casual convicts shall as far as possible, be kept separate from habitual convicts.
Segregation of professional from non-professional habitual prisoners	**271.** There shall, as far as possible, be separate wards for non-professional and professional sub-categories of habitual prisoners. Prisoners belonging to the latter sub-category should be kept entirely separate from all other categories of prisoners.
Transfers to jails reserved for particular classes of prisoners	**272.** The transfer of prisoners to jails reserved for particular classes of prisoners may, in the absence of any special provision to the contrary and subject to any general or special order passed by the Director-General (Prisons), be made by the Superintendent without the previous sanction of the Director General (Prisons).

CHAPTER- 15

SUPERIOR CLASS CONVICTS

Superior Class Convicts	**273.** Superior class convicts are convicts who have been admitted to the superior class by the order of the State Government or, pending the orders of the State Government under the orders of the District Magistrate, the High Court, the District and Sessions Judge or the Additional Sessions Judge.
Application of General Rules	**274.** Except as provided in this chapter the general rules in the Jail Manual shall apply to superior class convicts also.
Accommodation for Superior Class Convicts	**275.** Superior class convicts shall, where such accommodation is available, be kept apart from other convicts and be accommodated in cells or association barracks specially set apart for them. But, except where this is imposed as a jail punishment, the imprisonment shall in no case involve anything in the nature of separate confinement.
Tasks for Superior class convicts	**276.** Tasks shall be allotted with careful regard to the capacity, character, previous mode of life and antecedents of each superior class convict sentenced to rigorous imprisonment.
Sleeping outside in the hot weather	**277-** Superior class convicts may be allowed to sleep in the open during the summer between April 15 and October 15, if the arrangements in the particular jail permit this to be done with safety and without any additional expenditure.
Articles of furniture etc	**278-** Superior class convicts shall be provided with the following article of furniture etc.

In Cells	In Association Barracks
One bed;	One berth;
One small table;	One large table with benches;
One stool;	
Sanitary appliances;	Sanitary appliances;
One Lamp;	Lamps;
One mosquito net;	One mosquito net;

Utensils	**279.** Every superior class convict shall be supplied with the following eating utensils : One tumbler; two cups; one jug; one spoon and one thali and other necessary amenities. **(a)** Every superior class convict shall be provided with the following articles at Government expenses; **(b)** Neem sticks or two grams of fine toothpowder per day; 120 gms. of mustard oil per week during the period November- February; two cake of soap of 45 gms per week; one cake of detergent soap of 60 gm every week; and shoe polish (if required). Sikh convicts shall in addition be supplied with one cake of soap of 45 gms.per month. Female convicts shall be allowed the use of sendur and bindis. **(c)** A superior class convict may with the previous sanction of the Superintendent receive funds from relatives and friends to supplement amenities of life in jail. The money so deposited may be spent on the purchase of articles enumerated in **Appendix C** in reasonable quantities. The Superintendent may allow a superior class convict to use his own safety razor and other shaving materials.
Clothing	**280.** Superior class convict shall be provided with clothing and other equipment as prescribed in Apendix B **Note:** Superior class prisoners may, if they so prefer, wear their own clothing and may provide for their own bedding, shoes, etc. Subject to the scale laid down in rule 281 in Apendix B
Life of furniture etc	**281.** The articles of furniture, clothing, etc., supplied to superior class convicts are ordinarily to last as under: Furniture (except lamps) — 10 years. **Note-** Life of utensils, clothing and bedding shall be as per the scale laid down in appendix B.
Scale of diet	**282-** The daily diet for superior class convicts are to be provided as prescribed in Appendix A.
Newspapers and magazine	**283.** **(a)** One English newspaper, one newspaper in an Indian language

	and one periodical or magazine which is not on the prohibited list shall be supplied to superior class convicts at Government expense. **(b)** Where there are a large number of superior class convicts in a jail, the number of copies of daily newspapers to be supplied to such convicts is left to the discretion of the Superintendent, but shall not exceed one copy for every five convicts.
Letters and interviews	**284.** **(a)** Superior class convicts may write two letters and have two interviews monthly. All letters addressed to superior class convicts and received in jail shall be delivered to them, after censor, without unnecessary delay. **(b)** Sufficient sitting accommodation shall be provided at interviews for superior class convicts and persons interviewing them.
Punishments	**285.** Superior class convicts shall be subject to the general rules regarding punishments. In cases of misbehavior the Superintendent may also withdraw individual privileges, subject to the sanction of the Director General (Prisons) if the period exceeds one month. The power to remove a convict from the class to which he belongs, however, vests in the State Government.
Exercises and games	**286.** When there is only one superior class convict he shall be allowed walking or some other physical exercise for half an hour both morning and evening. But where the number of such convicts exceeds one, outdoor games such as volley-ball, basket-ball and badminton may be allowed at the discretion of the Superintendent. The initial expenditure in every case shall be paid by the State Government. Indoor games such as cards, carom or chess may also be permitted at the cost of the convicts.

CHAPTER 16

SIMPLE IMPRISONMENT CONVICTS

Application of general rules	**287.** Except as otherwise provided in this chapter, the rules in the Jail Manual shall apply to convicts sentenced to simple imprisonment.
Restriction against transfer	**288.** Convicts sentenced to simple imprisonment shall ordinarily be detained in the jails to which they are committed.
Rules for observance	**289.** A convict sentenced to simple imprisonment, - **(a)** shall rise and retire to rest at such hours as may be prescribed by the Superintendent ; **(b)** shall be permitted to wear his own clothes, which if insufficient for decency or warmth shall be supplemented by such jail clothing, not exceeding the scale provided for convicts sentenced to rigorous imprisonment, as may be necessary to make up the deficiency, but shall wear the ordinary convict's clothing if he elects to labour and is employed on extra-mural labour; **(c)** shall clean his own cell, barrack or yard and keep his bedding and clothing in a clean and orderly condition; **(d)** shall, with the approval of the Superintendent, be allowed to possess and use his own books and periodicals in addition to those available from the prison library; **(e)** shall not be allowed to purchase his own food; **(f)** shall not be shaved unless he desires it or under the orders of the Medical Officer on grounds of health; **(g)** shall not be called upon to perform duties of a degrading or menial character unless he belongs to a class or community accustomed to perform such duties; but may be required to carry water for his own use provided he belongs to the class of society the members of which are accustomed to perform such duties in their own homes.
Clothing for military convicts	**290.** Military convicts sentenced to simple imprisonment shall on no account be allowed to wear military uniform in jail. Any such convict who possesses no private clothing, except his uniform, shall be provided with the necessary clothing by the Superintendent not exceeding the scale provided for convicts sentenced to rigorous imprisonment.
Utensils and bedding	**291.** The utensils and bedding to simple imprisonment prisoner shall be provided on the same scale as provided for the ordinary class prisoners in Appendix B.
Separate accommodation for convicts, convicted of offences not involving moral turpitude	**292.** If a convict sentenced to simple imprisonment for an offence not involving moral turpitude desires to have separate accommodation, apart from other convicts, the Superintendent may provide him with such accommodation, if available.

Punishments or loss of privileges	**293.** A simple imprisonment convict shall not be liable to minor punishment no. 2, rule 771 or to loss of privileges admissible under the remission system, unless he has elected to labour and is earning remission.
Simple imprisonment convicts who elect to labour	**294.** A simple imprisonment convict shall not labour, unless he elects to labour. Every effort should, however, be made to encourage him to elect to labour. A simple imprisonment convict who has elected to labour – **(a)** shall be allowed to choose such work as may be available in the jail unless in the opinion of the Medical Officer he is not physically fit to perform it ; **(b)** may work in association with convicts sentenced to rigorous imprisonment but shall sleep at night in the barrack reserved for simple imprisonment convicts; **(c)** shall be allowed to discontinue work if he so desires ; **(d)** shall receive incentive for labour: **(e)** shall be entitled to receive the diet of a labouring convict, if in the opinion of the Superintendent he performs a reasonable amount of work ; **(f)** shall be eligible to receive the benefits of the remission system, subject to the rule 154 ; **(g)** shall be eligible for promotion to the convict officer grades, if he elects to labour throughout the term of his imprisonment ; **(h)** shall not be allowed to read books during working hours ; **(i)** shall not be punished for neglect of work or short work or refusal to work except by alteration of the diet from the labouring to the non-labouring scale.
Separation of simple imprisonment convicts who do not elect to labour	**295.** Simple imprisonment convicts who do not elect to labour shall remain during the day time in the part of the jail assigned to them and shall not enter the factory enclosure or communicate with labouring convicts.
Participation in reformative activities	**296.** A simple imprisonment convict shall participate in all the reformative activities of the jail, such as compulsory education, religious and moral instruction and games and sports according to his needs and aptitudes as determined by the Superintendent under the regulations in force in the jail.
Walking exercise for non-labouring convicts	**297.** A convict who does not elect to labour may be compelled to take walking exercise for not more than an hour in the morning and an hour in the evening, if the Superintendent and the Medical Officer consider it advisable in the interest of his health.
Rules to be exhibited	**298.** A copy of the rules of this chapter shall be hung up at appropriate place where simple imprisonment convicts are confined.

CHAPTER- 17

YOUNG ADULT PRISONERS

Young Adult Prisoners	**299**. A young adult prisoner means a prisoner who is defined in rule, 3(19).
Committee of management of the Central Prison for young adults	**300**. Convicts confined in the Central Prison for young adults, shall be designated inmates of that central prison. Such central prison shall have a Committee of Management whose constitution and functions are mentioned in **Appendix V.**
Conditions of transfer to the Central Prison for young adults	**301.** Any young adult convict who fulfils the following conditions shall be eligible for transfer to the Central Prison for young adults. **(1)** He is of the casual category and the remaining period of his sentence is not less than one year. **(2)** His age at the time of conviction was not above twenty years.
Young Adult Convict with life sentences	**302.** When the Superintendent finds that any young adult convict fulfils the conditions laid down in rule 302, he shall study his behaviour and aptitude and within two months from the date of his admission in jail, forward the full particulars of the said convict in the roll, as laid down in Appendix IX to the Director General (Prison) for the purpose of his transfer roll to Central Prison for young adults. On receipt of the roll, the Director General shall scrutinize and take decision in each case. If he agrees with the proposal, he shall pass orders regarding the transfer of such convict to Central Prison for young adults. The Superintendent of the Central Prison for young adults shall study his behaviour and aptitude during every quarter from the date of his admission and thereafter submit a report about his suitability to the Committee of Management. The Committee shall thereupon recommend to the Director General either that the convict should continue to be detained in the Central Prison for young adults or he should be removed to the concerned District Jail, for undergoing the rest of his sentence. The Director General (Prison) will in each case pass such order, as he may consider fit.
Young Adult Convict with sentences of less than a month	**303.** Young adult convict whose term of imprisonment is less than one month shall not be transferred to concentration jails.

Education and treatment to Young Adult Convict	**304.** **(1)** In the concentration jails for young adult convict, each convict shall be carefully studied and the treatment given to him and his daily activities shall be adapted to the particular needs of each individual convict and the aim of prison treatment shall be to give the young adult prisoner whose minds and character are yet plastic, such training, as is likely to create in them a high standard of social behavior. **(2)** Educational needs of young adult prisoner must be adequately met. To this end, prison authorities may collaborate with 'open schools' for developing educational. **(3)** Necessary facilities for the overall educational development of young adult prisoners should be provided in central jail for young adult. The educational programmes should be so designed that young adult prisoner of various age groups and intelligence levels can derive benefit from them. For illiterate and educationally backward young adult prisoner special educational classes should be organised. Necessary opportunities for the self-education of young adult prisoner should be provided in the institutions. Those who have the requisite capacity and desire to appear at examinations conducted by the State Education Department or by a University or by any other recognized institution should be permitted to do so.
Programmes for Young Adult Prisoner	**305.** Special emphasis should be laid on the following aspects in the education of young adult prisoner:- **(a)** Physical and health education. **(b)** Social and moral education. **(c)** Literary education. **(d)** Vocational education. **(e)** Arts and handicrafts education. Physical drill, gymnastics, indoor and outdoor games and training in scouting shall be provided for all young adult Prisoners. **(j)** Work and Employment: - Young adult prisoner should be taught such crafts, skills and vocations, as would be useful to them after release. Young adult prisoner may be employed by rotation, as assistants in running the institutions essential services, like sanitation and hygiene, kitchen and canteen, laundry and plumbing services. Such engagements should aim at imparting vocational training to the inmates in these areas of work. **(ii)** Vocational Training Special emphasis should be laid on the vocational training of young adult prisoner in trades suitable for their rehabilitation in the society. **(iv)** In jails other than concentration jails meant for the confinement of such convicts efforts shall also be made to keep the convict engaged in learning, reading and writing arithmatic, as well as in handicrafts under proper supervision.

Employment of selected convict overseers for training and guarding Young Adult Prisoner	**306.** The duty of instructing and guarding young adult Prisoners may be entrusted, when necessary, to elderly and well-behaved convict overseers, except in the Central Prison for young adults, where all duties shall be performed by the paid staff.
Young Adult Prisoners to be kept in separate enclosures	**307.** Young adult prisoners shall at all times be kept in their separate enclosure, and shall neither in their daily labour nor at any other time by day or by night be brought into association with adult prisoners.
Removal of Young Adult Prisoners	**308.** When a young adult prisoner reaches the age of 21 he shall be removed from the young adult ward. The disposal of young adult convicts in the Central Prison for young adults is governed by rules contained in Appendix V.
Release of Young Adult Convicts from jails of their districts	**309.** Young adult convicts confined in jails situated in districts other than those in which they reside shall be sent for release to the jail in the district in which they reside.
Information to organisations working for Post-release Rehabilitation of convicts	**310.** When a young adult convict is about to be released and is likely to require assistance after release, the Superintendent shall send intimation at least two months before the date of release to the office bearer of the organization, which is recognized by the State Government for post-release rehabilitation and welfare of the prisoners and is functioning in the district of residence of the released prisoner.
Finger-prints of Young Adult Convicts eligible for admission to Central Prison for young adults	**311.** The Superintendent shall forward to the Finger Print Bureau, Uttar Pradesh, Prayagraj, through the prosecuting inspector, the finger impressions in the prescribed police form of every young adult convict who is eligible for admission to the Central Prison for young adults, whether he is actually sent to the Central Prison for young adults or not, and note on the history ticket and the warrant of the young adult convict the fact of his having done so. The Superintendent of Police shall be asked by the Superintendent for the services of a police officer to take these finger prints as soon as possible after the admission of such convict.
Female Young Adult Prisoner	**312.** Rules relating to female adolescent prisoners is in Chapter XVIII.

CHAPTER- 18

FEMALE PRISONERS AND CHILDREN

Separation of female prisoners	**313.** Female prisoners, both convicted and under trial, shall, as required by section 27 of the Prisons Act, 1894 (Act no.IX of 1894), be rigidly secluded from male prisoners so as to prevent their seeing, or conversing or holding any intercourse with them. The female ward shall be so situated as not to be visible from any part of the male jail.
Age Group of Female Prisoners	**314.** Female prisoners fall into the following age groups : **(1)** Young Adult- those of 18 years and above but less than 21 years; **(2)** Adult-those of 21 years of age or above.
Separation of different classes of female prisoners	**315.** The following classes of female prisoners as far as possible shall be kept apart from one another: **(a)** Unconvicted from convicted prisoners; Young Adult from Adult; Habitual from Casual prisoners . **(b)** Superior class undertrial or convicted prisoners should, where possible, be kept apart from ordinary prisoners.
Adult female convicts	**316.** **(a)** All adult female convicts sentenced to five years or less shall be confined in the jails to which they are committed, and those sentenced for more than five years of imprisonment shall be confined in Central Prison for Women, **(b)** The rules for home leave for the convicts of the Model Prison shall be applicable mutatis mutandis to the female convicts confined in the Central Prison for Women who have been been sentenced for substantive sentence of seven years or more.
Provision where there is only one female prisoner	**317.** Where there is only one female prisoner in the jail, arrangements shall be made for a female warder to remain with her both by day and by night.
Female convicts under 40 years of age to be accompanied by female warder or a female police constable on transfer	**318.** All female convicts under the age of 40 years shall on transfer be accompanied by a female warder or a female police constable whether travelling alone or in company with other female convicts.
Removal from the female enclosure	**319.** No female prisoner shall leave or be removed from the female enclosure, except for transfer, interview, attendance in court, release or under the orders of the Superintendent for any other special purpose. Every female prisoner who is authorized to leave the female enclosure shall be accompanied by, and be in the custody of, the female head warder or the female warder from the time she leaves the enclosure until she has been brought back to it.

	A female prisoner when released shall be accompanied by the female head warder or the female warder until she has been placed in charge of a relative or friend authorized by the Superintendent to receive her. When no relative appears on the day of release, a female prisoner, if under 40 years of age, shall be sent to her home in charge of the female warder or female constable. But prisoners over 40 years of age, shall be accompanied by the female head warder or the female warder until they leave the premises of the jail. Provided that the female convict has not been sentenced to imprisonment for travelling without ticket in which case the provisions of rule 108 shall apply.
Education books and Religious books	**320.** Every woman prisoner should be offered a suitable educational programme during her stay in prison to improve her employment prospects. Education shall be a compulsory activity in prisons for atleast one –hour every day. It shall aim to enhance their functional capability. Every prison should organise adult education, social, moral and health education, family welfare programmes, and training in various skills for making woman self-reliant. For interested prisoner appropriate facilities for formal and advanced education shall also be provided. News paper and sufficient number of books shall be provided in female enclousre and they shall be encouraged to make full use of these facilities. A female prisoner may, at the discretion of the Superintendent, be allowed to keep, at her own cost, maximum five religious books with her in addition to any books that she may keep under the ordinary jail rules.
Light labour, etc. during menses	**321.** During the period of menses female convicts shall be allotted light labour only and be provided with sanitary napkins in sufficient number per month to ensure cleanliness and hygiene.
Labour	**322.** Female convicts shall ordinarily be employed on repair of clothing, cleaning grain, cooking food etc. and shall, whenever possible, be given instruction in needle work, knitting and other domestic industries or any other programme with their consent so as to enhance their skills. They shall not be employed on grinding grain or similar irksome labour.
Bar to certain kinds of punishments	**323.** A female prisoner shall not be punished by the imposition of handcuffs, fetters provided that handcuffs may, if absolutely necessary, be imposed on any female prisoner for the purpose of restraint only with the permission of the concerned court, in case of an undertrial and the District Magistrate, in case of a convict.
Amenities for female prisoners	**324.** **(a)** The hair of a female prisoner shall not be cut except by order of the Medical Officer recorded on the history and health ticket in any case where he considers it necessary on the grounds of health and cleanliness or on her own written request. In such cases the hair

	shall not be cut shorter unless it is necessary for the purposes of health and cleanliness. **(b)** Female prisoner shall be supplied with a comb for their hair. They shall also be given per head 65 gms. of bathing soap, 60 gms. of coconut oil per week and 10 ml. of shampoo in a fortnight, for washing and dressing their hair. They shall also be allowed to use looking glass, one or two such glasses being provided for the purpose in each ward. **Note-**Female prisoners shall be permitted to replace Churi at their own expense. [For use of bangles, nose-rings, etc., please see rule 59.]
Cleanliness of female enclosure	**325.** Female prisoners shall attend to the cleanliness of the female enclosures. They shall at the prescribed hour under the supervision of the female warder place all refuse, etc., outside the female enclosure for removal by male convicts. If suitable female prisoners are not available for conservancy work, one or more specially selected male convict sweepers may be employed at specified hours under the constant supervision of a warder.
Male officers visiting a female enclosure	**326.** No male officer of the jail shall enter the female enclosure by day unless he has a legitimate duty to attend to and is accompanied by the female head warder or the female warder all the while that he remains inside such enclosure. If the female head warder or the female warder is not present in the female ward, he shall be accompanied by another male officer, and the two shall not separate whilst inside such enclosure. Should it become necessary to enter the female enclosure at night the officer concerned shall be accompanied by the Jailor, and these officers shall enter the enclosure accompanied by the female head warder or the female warder and shall not stay longer than is absolutely necessary. Warders and convict officers acting as escorts to jail officers or visitors visiting the female enclosure shall remain outside the enclosure.
Finger impressions or photographs of female prisoners	**327.** When a police officer is required to take the finger impressions or photograph of a female prisoner, he shall be accompanied by a jail officer and shall be allowed to go inside the female enclosure and shall there take such finger impressions or photograph in the presence of the female head warder or the female warder. The jail officer accompanying the police officer shall remain inside the female enclosure till the work has been finished, and shall then accompany him out of the enclosure.

Food to be taken inside by female warder or female prisoners	**328.** If food is not cooked inside female enclosure, cooked food shall be brought to the female enclosure by prisoners employed in the cook house accompanied by a warder and shall be placed outside the enclosure gate from where it shall be taken inside by the female warder or female prisoners.
Transfer of female convicts for release	**329.** Every female convict confined in a jail other than that of the district of her residence shall be transferred to the jail of the district to which she belongs so that she may arrive there ten days before her release. The sanction of the Director General (Prisons) for such transfers within the State is not required.
Information to the District Magistrate of date of release of a female convict	**330.** The Superintendent shall inform the District Magistrate of the convict's place of residence of the date of release and the names and addresses of the relatives of every female convict who is to be released one month before such date, to enable him to ask them to come to receive her at the jail gate. The name of the jail from which the convict will be released shall also be communicated to the District Magistrate.
Arrangements on release to be recorded in the report book	**331.** The Jailor shall note in his report-book the arrangements made for the safe conduct to her home of every female convict on release.
Female prisoners in an advanced stage of pregnancy	**332.** **(a)** When a woman prisoner is found or suspected to be pregnant at the time of her admission or at any time thereafter, the Medical Officer and female head warder shall report the fact to the Superintendent. Arrangement shall be made, as soon as possible to get such prisoner medically examined at the Government Hospital for ascertaining the state of her health, pregnancy, and duration of pregnancy and the probable date of delivery. **(b)** Gynecological examination of female prisoners shall be performed in the Government Maternity Hospital including proper pre-natal and post-natal care which shall be provided to the prisoner as per medical advice. **(c)** The case of every female prisoner in an advanced stage of pregnancy shall be reported to the Director General/Inspector General (Prisons) for reference to the State Government with a view to the suspension or remission of her sentence or otherwise. Full particulars of her case shall be accompanied by the gynaecologist's report.
Child birth in jail	**333.** As far as possible, a child-birth in jail shall be avoided, but if it is be not possible, the services of a midwife shall be requisitioned, and the delivery shall be done in presence of the Medical Officer, preferably female. Authorities of maternity and child welfare centre shall be

	requested to depute a midwife to attend any case of confinement in the female ward. No charge may be made for the services of midwives so deputed to the jail, but they shall be entitled to the actual expenses incurred in hiring a conveyance while proceeding to, and returning from, the jail.
Undertrial female prisoners expecting confinement	**334.** The cases of undertrial female prisoners expecting confinement shall be referred to the concerned court with a view to the release of such prisoners on bail; but if release on bail is found to be impossible or inexpedient, she shall be moved to the Government Maternity Hospital having sufficient facilities.
Children born in jail	**335.** **(a)** As far as possible and provided that the female prisoner has a suitable option, the Superintendent shall apprise the concerned court, and shall send the report of the fact accompanied with the medical statement, in order to enable the court to consider the possibility of releasing the pregnant prisoner on bail. **(b)** Births in prison, shall be registered in the local birth registration office but the fact that the child has been born in the prison shall not be recorded in the certificate. Only the address of the locality shall be mentioned. **(c)** As far as circumstances permit, all facilities for the naming rites (Namkaran Sanskar) of children born in prison shall be extended. **(d)** Religious rites may be allowed to be performed for the child so born, on the expenses borne by the parent. **(e)** A child shall not be treated as an undertrial or a convict while in jail.
Children to be allowed to remain with their mothers	**336.** In special circumstance the Superintendent shall allow mother in prison to keep her children with her in jail without court orders till they attain the age of six years.
Cases in which a child cannot be kept in a jail	**337.** **(a)** When a child has achieved the age of 6 years or a female prisoner dies and leaves behind a child, the Superintendent shall inform the District Magistrate concerned who shall arrange for the proper care of the child. If the concerned relative (s) are unwilling to support the child, the District Magistrate shall either place the child in an approved institution or a home run by the State Social Welfare Department. **(b)** Children kept under the protective custody in an institution or a home run by department of social welfare shall be allowed to meet the mother at least once a week. The Director, social welfare department, shall ensure that such children are brought to the prison for this purpose on the dates fixed by the Superintendent.

Scale of diet for children per child per meal	**338.** **(a)** For children over 6 months but not over 12 months of age per child per day– (1) Rice or Suji 50 gms. (2) Dal Moong 15 gms (3) Milk 200 ml. (if on mother's feed) 500 ml. (if not on mother's feed) (4) Potato 50 gms (5) Leafy vegetable 25 gms. (6) Banana 1 No. (7) Sugar 25 gms. (8) Desi Ghee 10 gms. (9) Salt (iodized) 4 gms. **(b)** For children above 12 months but not above 18 months of age per child per day – (1) Rice or Wheat flour 100 gms. (2) Dal Moong 30 gms (3) Milk(if on mother's feed) 200 ml. (if not on mother's feed) 500 ml. (4) Potato 100 gms (5) Leafy vegetable 50 gm. (6) Banana 1 No. (7) Sugar 50 gms. (8) Desi Ghee 10 gms. (9) Salt 5 gms. **(c)** For children above 18 months but not above 3 years of age per

	child per day - (1) Rice 80 gms. (2) Wheat flour 100 gms. (3) Dal 60 gms. (4) Milk 500 ml. (5) Sugar 50 gms. (6) Potato 100 gms. (7) Leafy vegetable 100 gms. (8) Banana 1 No. (9) Desi Ghee 20 gms. (10) Salt 05 gms. (11) Turmeric 01 gm. (12) Jeera 0.5 gm. **Note:** Wheat flour after preparation should not be less than 4 chapatis or 130 gms. in weight. **(d)** for children above 3 years of age per child per day- (1) half the ration allowed for non-labouring scale. (2) Banana 2 No. (3) Milk 500 ml. (4) Sugar 50 gms. (5) Desi Ghee 20 gms
Care of children	**339.** **(a)** There shall be a crèche and a nursery attached to the prison where the children of women prisoners shall be looked after. Children below three years of age shall be allowed in the crèche and those between three and six years shall be looked after in the nursery. The prison authorities shall preferably run the said crèche and nursery in the prison premises.

	(b) The children of female prisoners living in the jail shall be given proper education and recreational opportunities. While their mothers are at work in jail, the children shall be kept in a creche or a nursery under the charge of a female head warder or a female warder. The facility of the crèche or a nursery may be extended to children of warders and other female prison staff. **(c)** Children of prisoners shall have the right to visitation. **(d)** Children shall be regularly examined by the Medical Officer to monitor their physical growth and shall also receive timely vaccination. Vaccination charts of each child shall be kept in the records. Extra clothing, diet and medical treatment, if required, shall be provided for. **(e)** In the event of a woman prisoner falling ill, alternate arrangements to look after her children shall be made. **(f)** (Children between the age group of 4 to 6 years shall be admitted to an educational institution outside prison after obtaining the consent of the mother and proper arrangement and conveyance shall be made on the Government expenses charged on appropriate budget head.

CHAPTER- 19

CONVICTS UNDER SENTENCE OF DEATH

Definition of condemned prisoner	**340.** Rules contained in this chapter, except those related to appeal and mercy petition shall be applicable only to those convicts under the sentence of death whose sentence of death has become final, conclusive and indefeasible which can not be annulled or avoided by any judicial or constitutional procedure.
Examination of cells occupied by condemned convicts	**341.** The Jailor shall examine every cell in which any convict under sentence of death is to be confined and shall satisfy himself that it is secure and contains no article which it would be inexpedient to permit to remain in the cell. A gong for sounding the alarm shall be provided adjacent to all cells occupied by Convicts under sentence of death.
Search and confinement	**342.** Every convict under sentence of death as defined in rule 341 be searched in the presence of Jailor, and every article of clothing and all articles of every description shall be taken from him. After having furnished him with a suitable clothing ,bedding and utensils, the Jailor shall move him to a cell and forthwith make arrangements for his watch and ward.
Segregation and special guard over condemned convicts	**343.** Every convict under sentence of death shall be confined in a cell apart from all other prisoners and shall be placed by day and by night under the charge of a special guard.
Concentration of condemned convicts	**344**. Convicts under sentence of death shall be concentrated in the jails as specified in rule 13(1). They shall be transferred without loss of time to the nearest concentration jail. Before making such transfer the Superintendent shall send a radiogram, fax by any electronic mode to the Superintendent of the concentration jail asking if accommodation is available, to which the Superintendent of the concentration jail shall also reply by radiogram or fax . If no accommodation is available in the nearest concentration jail, or any other circumstances which necessitate, orders of the Director General (Prison) shall be obtained by radiogram and fax for transferring the convict to some other concentration jail.

Weekly reports from concentration jails	**345**. The Superintendent of every concentration jail shall submit to the Director General (Prison) on every Monday a weekly report of the number of convicts under sentence of death confined in his jail on that day.
Report of transfer	**346.** When a convict under sentence of death is transferred to another jail, the Superintendent making the transfer shall report the fact to the prison of destination, to the Sessions Judge and the District Magistrate of his own district and to the State Government and shall inform the District Magistrate of the district in which the jail of destination is situated.
Rules for the care and guard of condemned convicts	**347.** The following rules shall be observed for the care and guarding of convicts under sentence of death : **(1)** The guarding of condemned convicts shall be carried out by trustworthy permanent warders of castes and districts different from those of the convicts. Every warder shall be on duty for three hours. **(2)** The guard over a number of condemned convicts in contiguous cells, not in excess of four, shall consist of four warders. When the number of convicts is in excess of four and they are confined in contiguous cells, an additional guard of four warders shall be provided. But if the convicts are in two rows of cells facing and within a reasonable distance of each other, one warder may be placed in charge of cells up to four on one side and four on the other. **(3)** The warder on duty over condemned convicts shall be armed with a baton and provided with a whistle, and shall patrol up and down past the front of the cells so that each convict may be brought into view at short intervals. The warder shall allow no person to go near or communicate with the convicts, except the Superintendent, the Medical Superintendent, the Medical Officer, the Jailor, the Deputy Jailor, the head warder on duty, ex-officio jail visitors and jail officers on night rounds and such convicts as are required to bring food and attend to conservancy, under proper guard. He shall sound the alarm in all cases of emergency. **(4)** One or more warders as required shall be on sentry duty throughout the day or night, and shall, after relief, remain on alert and be on reserve duty for the subsequent three hours so as to afford necessary assistance in case of an emergency. **(5)** The personnel of the guard shall be changed daily.

	(6) The key of the cell in which a condemned convict is confined shall be kept by the head-warder on duty and the duplicate key shall be stored in the key chest at the main gate, The head warder shall, in case of emergency, such as an attempt to commit suicide, enter the cell and take necessary action. **(7)** The door of the cell in which a condemned convict is confined shall not ordinarily be opened unless the convict has been first handcuffed. This precaution need not be taken if three warders and a superior officer are present. **(8)** A condemned convict may be permitted to occupy the bramdah in front of his cell for half an hour, morning and evening. But this concession shall be allowed to only one such convict at a time. During this time the convict shall remain handcuffed. **(9)** A convict sweeper and other jail servant before he is permitted to enter the cell of a condemned convict shall be carefully searched and shall be kept under close observation by the Deputy Jailor on duty. **(10)** Adequate lighting shall be ensured from sunset to sunrise and so placed as to throw sufficient light on the condemned convict. **(11)** The head warder and Deputy Jailor on duty shall visit the cell occupied by a condemned convict on his rounds and at uncertain hours during the day and the night and satisfy himself that the sentry is on the alert, the convict present, the cell secure and the lighting arrangement is adequate and proper. He shall forthwith report to the Jailor of any neglect on the part of sentry or unusual or suspicious conduct on the part of the convict. **(12)** The Superintendent is authorized to issue to convicts under sentence of death diet as provided in Appendix-VIII with the difference that an all-wheat diet shall be issued for midday and evening meals and ghee shall be substituted for oil. Condemned convicts shall be entitled to receive not more than six biris or cigarettes in a day if they are smokers or 5 grams of raw tobacco with lime if they are accustomed to chew tobacco. Such convicts who neither smoke nor chew tobacco shall be given 50 gms of gur daily with their midday meal.

	Condemned convicts shall on no account be allowed to retain any matches with them and shall light their biris from the burning end of a thick coconut rope kept at a safe distance from the cells under care of the guard. **(13)** The Jailor shall in morning and evening, cause the convict to be searched and the cell to be carefully examined in his presence and satisfy himself that the convict has in his possession no forbidden articles and that his cell is sound and secure. He shall also examine the convict's food and be present when it is issued and report in his report book that he has carried out these duties.
Female convicts under sentence of death	**348.** The rules in the preceding paragraph apply also to female convicts under sentence of death, subject to the reservation that the duty of guarding and searching them shall be performed by female warders, and that a female convict shall not be handcuffed except when this is absolutely necessary for the safety of the convict.
Visits by jail officers on night rounds	**349.** Every jail officer on night rounds shall visit the cells of condemned convicts and satisfy himself and report in the night duty book whether the directions mentioned in rule 348(11) are being properly observed or not.
Prohibition against fetters	**350.** Condemned convicts shall not be fettered except when in transit from jail to jail or when for lack of accommodation they are confined in cells not meant for the confinement of such convicts. For fettering, the permission of the District Magistrate of the district concerned where such convict is lodged shall be sought.
Appeal to higher Courts	**351.** Rules regarding appeals of convicts sentenced to death to the High Court and Supreme Court are contained in rule 72.
facilities of communication	**352.** Facilities of communication to condemned convicts shall be provided at the same scale and under such restrictions as they are admissible to the other convicts.
Reading	**353.** A condemned convict who can read should be encouraged to read suitable books from the jail library. He may also be permitted to obtain at his own expense such books, periodicals and newspapers as may be approved by the Superintendent.
Services of a priest or minister	**354.** If a condemned convict requires it he may be allowed to have the services of a priest or minister of the religion to which he belongs.
Superior class convicts	**355.** Condemned convicts who have been admitted to the superior class shall enjoy the same facilities as are allowed to other superior class convicts only in respect of letters, interviews, food, clothing and equipment, but shall like other condemned convicts be kept in cells under strict watch and ward.

Record of events and weight to be maintained on history tickets	**356.** The Jailor, shall maintain on the history-ticket of every convict under sentence of death a continuous record of events, with date relating to appeals, petitions for mercy, interviews, etc.
Health Examination	**357.** Every condemned convict shall be examined twice daily by Medical Officer.
Case when two or more convicts are sentenced in the same case	**358.** When two or more convicts have been sentenced to death in one and the same case, the names and places of confinement of all such convicts shall be recorded on the ticket of each convict. If any such convict is transferred from one concentration jail to another, the fact shall be communicated to the Superintendent of the jail or jails where other convicts sentenced to death in the same case are confined. This will facilitate information being sent to all the jails concerned, when intimation is received from or on behalf of any convict that it is intended to apply to the Supreme Court of India for special leave to appeal, with a view to securing postponement of the execution of the sentence of death as required by rule 360.
Rule in connection with petition for mercy	**359.** The following are the instructions relating to the duties of the Superintendent in connection with petitions for mercy from and on behalf of convicts under sentence of death : **(1)** Immediately on receipt of a warrant for execution consequent on the confirmation by the High Court of the sentence of death, the Superintendent shall inform the convict concerned that if he wishes to appeal to the Supreme Court or to make an application for special leave to appeal to the Supreme Court under any of the relevant provisions of the Constitution of India, he should do so within the period prescribed in the Supreme Court Rules, 1950. **(2)** On receipt of the intimation of the dismissal by the Supreme Court of the appeal or the application for special leave to it, lodged by or on behalf of the convict, in case the convict concerned has made no previous petition for mercy, the Superintendent shall forthwith inform him (the convict) that if he desires to submit a petition for mercy it should be submitted in writing within seven day of the date of such intimation. **Note-**In cases where no appeal to the Supreme Court or no application for special leave to appeal to it, has been lodged by or on behalf of the convict, the said period of

	seven days shall be counted from the date next after the date on which the time allowed for an appeal to the Supreme Court or for lodging an application for special leave to appeal to it, expires. On expiry of such time, if the convict has made no previous petition for mercy, it shall be the duty of the Superintendent to inform the convict concerned that if he desires to submit a petition for mercy he should do so in writing within seven days of the date of such intimation. **(3)** If the convict submits a petition within the period of seven days prescribed by Instruction (2), it should be addressed to the Governor of Uttar Pradesh and the President of India. The Superintendent shall forthwith dispatch it to the Secretary to the State Government in the Law Department, together with a covering letter reporting the date fixed for the execution and shall certify that the execution has been stayed pending receipt of the orders of the Government on the petition. If no reply is received within 15 days from the date of the dispatch of the petition, the Superintendent shall communicate as provided in rule 363 to the Secretary to the State Government. Law Department, drawing attention to the fact, but he shall in no case carry out the execution before the receipt of the State Government's reply. **(4)** If the convict submits the petition after the period prescribed by Instruction (2), the Superintendent shall at once forward it to the State Government and at the same time by as in rule 363 send the substance of it, requesting orders whether the execution should be postponed and stating that, pending a reply, the sentence will not be carried out If such petition is received by the Superintendent later than noon on the day preceding that fixed for the execution, he shall at once forward it to the State Government, and at the same time telegraph the substance of it, giving the date of execution and stating that the sentence will be carried out unless orders to the contrary are received. **(5)** In the event of its coming to the knowledge of the Superintendent at any time before the execution of the sentence the altogether exceptional circumstances have arisen which plainly demand a reconsideration of the sentence, he is at liberty, not with standing, anything in the foregoing instructions to report the circumstances by telegraph to the State Government, and ask for its orders and to defer execution till they are received. **(6)** The Superintendent shall at once repeat back to the Secretary to the State Government in the Law Deprtment,

	Home and Jail Department all orders to him regarding petitions for mercy, by way of acknowledgment of their receipt through secured communication by the quickest means. **Notes-** **(a)** The Superintendent shall dispatch the petition to the Secretary to the State Government, Law Department, by registered post with a covering letter legibly signed by him. Care shall be taken that the cover is made of strong material. **(b)** The secured and quickest means of communications shall be used when the Superintendent receives no orders from the State Government within fifteen days from the date of dispatch of the petition. **(c)** When the petition of a condemned convict is forwarded to the Secretary to the Government of India, Ministry of Home Affairs, the fact is communicated by the State Government to the Superintendent of the jail concerned the same day by through secured communication by the quickest means. If such communication or a communication that the petition is under the consideration of the Governor, and that the execution shall be stayed pending further orders, is received by the Superintendent before the expiry of fifteen days from the date of dispatch of the petition by him to the State Government, the Superintendent shall not dispatch the reminder required by note (b) above. The fact that communication has been received from the State Government intimating that the petition has been forwarded to the Government of India shall not be communicated to the convict. **(d)** Petitions for mercy need not be accompanied by English translations, or by copies of judgments which are forwarded to the State Government by the High Court as soon as the sentences are confirmed. **(e)** If orders of the State Government and the President of India rejecting the petition are received in time for the execution to be carried out on the date originally fixed, provided the period for filing appeal or petition for special leave to appeal has been dismissed by the Supreme Court, the execution shall proceed on the date so fixed; but if such order are not received in time to allow of the execution being carried out on such date, the Superintendent shall fix a fresh date and time for the execution, which shall not be more than seven days after the date of the receipt of the orders of the State Government and the President of India..

Communication connected with death sentences	**360.** All communications connected with sentences of death shall be addressed to the Secretary to the State Government, Judicial (A) Department and directed to the headquarters of the Government for the time being. Letters or cards may be used for acknowledging Government orders. In the case of Supreme Court appeals and in all urgent cases when immediate orders of the State Governments are required radiogram and fax shall be used. In State radiogram and fax relating to such sentences or reprieves, the words "capital sentence" shall be written by the sender before the address on the radiogram and fax.
Condemned convicts developing insanity	**361.** When a convict under sentence of death develops insanity after conviction, the Superintendent shall stay the execution of the sentence of death and inform the District Magistrate, who shall submit immediately a report, through the Sessions Judge, for the orders of the State Government.
Postponement of execution in certain cases	**362.** The execution of a convict under sentence of death shall not be carried out on the date fixed if he is physically unfit to receive the punishment, but shall not be postponed unless the illness is both serious and acute (i.e. not chronic). A report giving full particulars of the illness necessitating postponement of execution should at once be made to the Secretary of the State Government, Judicial (5) Department and the Home Department for the orders.
Pregnancy of condemned convicts	**363.** In the event of pregnancy being declared of a female convict sentenced to death, the Superintendent shall endorse on the warrant the fact as certified by the Medical officer and return the warrant to the Sessions Judge for such action as he may consider necessary.
Fixation of fresh dates of execution in certain cases	**364.** Should any exceptional or unavoidable delay occur in carrying out a capital sentence in a case other than that in which a mercy petition has been submitted by a condemned convict, the Superintendent shall take the orders of the Session's Judge, who convicted the prisoner, for fixing a fresh date for the execution.
Evidence of condemned convicts	**365.** When the evidence of a condemned convict is required the Court shall proceed to the jail for the purpose, and shall not require the convict's attendance under Part IX of the Prisoners Act, 1900 : (III of 1900) ; Provided that if the presence of such a convict is required by a Session Court or the High Court for the purpose of taking additional evidence in the case under section 391 of the Code of Criminal Procedure, 1973, the convict's attendance may be required under Part IX of the Act.
Communication of orders	**366.** When the orders of the State Government and the President rejecting the petition for mercy have been received the Superintendent shall communicate them to the convict concerned.

Report to District Magistrate when an execution takes place	**367.** When a convict under sentence of death is transferred for execution from the district of conviction, the District Magistrate of the transferring district shall advise in good time the District Magistrate of the district where the execution takes place of the circumstances of the crime for which the prisoner was convicted and the reasons for his or her transfer, so that the authorities of the latter district may have no difficulty in taking necessary precautions for the prevention of demonstration or other untoward event at the time of the execution or disposal of the body.
Communication of date and time of execution	**368.** When the date of execution has finally been fixed, the Superintendent shall at once inform the District Magistrate and the nearest relatives or friends of the condemned convict by post and through the District Magistrate of convict's district of residence of the date and time of the execution, and shall arrange for the services of an executioner. In case no executioner is available locally, the Superintendent shall apply, by as provided in rule 363, if necessary, to the Superintendent of the district jail, Lucknow or district jail, Meerut, for the services of the executioner.
Police to be on duty at execution	**369.** The District Magistrate shall instruct the Superintendent of Police to detail a party from the reserve consisting of not less than one inspector or sub-inspector, two head constables and twelve constables, with arms and accoutrements as decided by the Superintendent of Police, for duty at the jail on the morning of the date of execution.
Superintendent to be personally in-charge of arrangements	**370.** The Superintendent shall not delegate to any subordinate the charge of the arrangements for an execution, e.g. the testing of execution ropes and the disposal of important correspondences regarding a condemned convict. The Superintendent shall remain at headquarters during the 24 hours preceding the execution and shall on no account make over charge of the jail during that period.
Testing of gallows and ropes	**371.** The Superintendent shall test the gallows and the execution ropes on the evening before the day of execution, fixing the drop and carrying out the test with a bag of sand weighing 80 kg. The bag shall be placed on a teapoy on the gallows platform so that the neck of the bag round which the rope to be tested is placed will be about five feet above the level of the platform. The Jailor shall deposit the rope after it has been tested in a secure place.
Rope used for execution	**372.** **(a)** A manila rope one inch in diameter shall be used for executions. At least five such ropes in serviceable condition shall be maintained at every jail where condemned convicts are concentrated.

	(b) The Superintendent shall condemn a rope which shows signs of wear or when he has any reason to suspect its reliability. No rope more than five years old shall be used at an execution. A label shall be sewn on to the end of every execution rope showing the date of its purchase. **(c)** The Jailor shall see that the execution ropes are once a quarter and after each execution dressed with bees-wax and ghee in equal proportions, a little carbolic acid being added to the composition to keep off insects. To preserve them from the attacks of rats the ropes when not in use shall be placed in a ghara, which shall be securely closed and suspended from the roof of the store- room, or kept in any other place of security.
Scale of drop	**373.** The scale of drop shall be regulated according to the convict's weight and shall be as follows : For a convict under 45 kg 210 cm (7 feet). For a convict under 54 kg 185 cm (6 feet). For a convict under 63 kg 170 cm (5 feet 6 inches). For a convict above 63 kg 150 cm (5 feet). The drop is measured from a point on the rope opposite the angle of the lower jaw of the convict to the point where the rope is held by the metal ring of the noose tightened on the neck.
Place of execution and person allowed to be present	**374.** The execution shall be carried out in an enclosure reserved for the purpose. Only adult male relatives of the condemned convict may attend the execution and the Superintendent may exclude any such relatives in cases where circumstances appear to him to justify such a course.
Attendance by District Magistrate or his Deputy	**375.** The District Magistrate shall attend the execution himself, or depute an Additional District Magistrate to be present at the place of execution before sunrise on the day fixed.
Police guard	**376.** The police guard shall be present at the main gate of the jail at day-break on the morning of the execution. The arrangements for the disposal of the police guard shall be carried out under the orders of the District Magistrate or other magistrate present. The guard shall remain in attendance until the body is taken down.
Jail guard	**377.** The jail guard shall be paraded at the main gate fully armed and provided with ammunition.
Locking-up of other prisoners at time of execution	**378.** When an execution is being carried out, all other prisoners shall be kept locked up in their barracks and cells till the execution is over.

Officers on duty at door	**379.** The Deputy Jailor or some other officer and two warders shall be posted at the outer door of the gallows enclosure. They shall admit within the enclosure only those adult male spectators who have received permission to attend the execution.
Explanation of the orders to convict	**380.** At the time fixed, the Executive Magistrate, the Superintendent and the Jailor shall proceed to the cell of the condemned convict and the Superintendent and the Jailor shall identify the convict as the individual named in the warrant of execution. The Superintendent shall then read out the warrant and orders of the appellate court, the State Government and the President of India rejecting the appeal and petition for mercy of the convict. The Jailor shall also read out the warrant in Hindi and explain to the convict the purport of the orders.
Escorting the convict to the gallows	**381.** As soon as the Executive Magistrate, the Superintendent and the Medical Officer have taken their places in the gallows enclosure, the condemned convict shall be handcuffed behind the back and escorted by the jail guard under the charge of the Jailor, through the wicket gate of the gallows enclosure, to the gallows.
Execution	**382.** The executioner shall strap the legs of the convict and under the orders of the Superintendent carry out the sentence. The body should remain suspended for half an hour before being taken down and until the Medical Officer has certified that life is extinct. The Superintendent shall return the warrant of execution to the judge with an endorsement to the effect that the sentence has been carried out.
Disposal to the dead body	**383.** Unless the removal of the body of an executed criminal is likely to be made the occasion of a public demonstration such body – **(a)** (a) may, at the request of the friends or relatives of the deceased, be made over to such friends or relatives, or, **(b)** if not made over to such friends or relatives, under clause (a) may be disposed of under the rules in 617 and 618.
Cremation or burial of bodies and handing over to relatives or friends	**384.** In the event of the District Magistrate or Magistrate in charge considering it undesirable that the body of an executed criminal should be made over to the relatives or friends of the deceased, such body shall, under the written orders of the Magistrate, be burnt or buried in the nearest burial ground in accordance with the racial or religious customs of the community to which the deceased belonged. Relatives or friends of the deceased not exceeding four in number, may, at the discretion of the Magistrate, and under such conditions as he may impose, be admitted to the funeral ceremony and be allowed to perform any customary rites. In the absence of such friends or relatives of the deceased, the ceremony shall be performed, under the direction of the senior Christian, Hindu or Muslim officer of the jail, as the case may be.

CHAPTER- 20

UNDERTRIAL PRISONERS

	385. Except as provided in this chapter, the rules in the Jail Manual applicable to superior and ordinary classes of convicts shall apply to superior and ordinary classes of undertrial prisoners also. A Convict who is also an undertrial prisoner shall be deemed to be a convict and all the provisions applicable to a convict shall be applicable to such prisoners.
Admission of undertrial prisoners	**386.** The Superintendent shall depute a deputy jailor as in-charge for admission and release of undertrial prisoners. The deputy Jailor shall, when admitting an undertrial prisoner to jail question him and satisfy himself that the name and other particulars entered in the warrant are correct. In case the name and other particulars do not appear to be correct the incharge Deputy Jailor shall, after admitting the prisoner, make a report through the jailor immediately to the Court by which the warrant was issued. The Deputy Jailor present shall cause the prisoner to be searched by the warder on duty and all weapons and prohibited articles to be taken from him.
Warrant of detention	**387.** The Incharge Deputy Jailor shall see that the warrant authorizing the prisoner's detention in the jail bears the date of committal and the date on which the prisoner is to be produced before the court. When a warrant is incomplete or the remand granted therein is for an indefinite period, the Superintendent of jail shall, as soon as possible, return the warrant for correction to the court which issued it.
Date of production of prisoner	**388-** **(a)** When the warrant reaches the court, a date for the production shall be fixed and endorsed on the warrant by the court. The in-charge Deputy Jailor shall copy this date on to the undertrial prisoner's ticket so that the inspecting officers can see at a glance that the court has fixed a date for next production. If the next date of production is not mentioned by the court on the warrant the matter shall immediately be referred to the court issuing such warrant **(b)** In sessions cases as soon as the date is fixed for the production of the prisoner, it shall be endorsed on the warrant as well as on the prisoner's ticket and the prisoner shall be informed of the date fixed so that he may make arrangements necessary for the conduct of his defence.
Period of detention in jail	**389.** The Superintendent shall satisfy himself by examination of the warrant that, except in cases of persons committed for trial to a court of session, no undertrial prisoner is detained longer than 15 days without a fresh remand, as provided for in section 167(2) of Code of Criminal Procedure, 1973.

Medical examination	**390.** The Medical Officer shall carefully follow the procedure mentioned in rules 21, 22, 988 and 1019.
Supply of clothing	**391.** Every undertrial prisoner shall on admission be required to wash himself and his clothing thoroughly, and be supplied with utensils and bedding, if necessary. In case he is destitute or has insufficient clothes he shall also be provided with such clothes as may be necessary, not exceeding the scale prescribed for convicted prisoners, from the jail store. Any extra clothing shall be deposited and kept in the store under the charge of Deputy Jailor in-charge of the circle. Undertrial prisoners shall be allowed to keep their personal blankets, clothings etc in reasonable number of qantity.
Undertrial prisoners ticket	**392.** Every undertiral prisoner shall on admission be provided with an undertrial prisoner's ticket in the prescribed form.
Medical examination by the Medical Officer	**393.** Every undertrial prisoner shall be brought for examination before the Medical Officer. The Medical Officer shall examine the prisoners and comply with the provisions of rules 22, 988 and directions of the National Human Right Commission.
Cross references in registers	**394.** When a convict is received for trial in another case from another jail, his name shall be entered in the admission register of convicts as well as in the register of undertrial prisoners with cross references in red ink.
Periodical weighments	**395.** Undertrial prisoners shall be weighed on admission and subsequently every month and their weights shall be entered on their health tickets.
Identification marks	**396.** The Superintendent shall satisfy himself that a careful record of the identification marks, thumb-impression, the signature, and the condition of the hair and beard of every undertrial prisoner is made in the appropriate register. A photograph taken at the time of admission shall be pasted and attested by the incharge Deputy Jailor, on the admission register. The biometric data of the same may also be kept in record digitally. If considered necessary, a note should be made whether the prisoner is clean shaven or partially shaven.
Cutting of hair	**397.** An undertrial prisoner shall not be allowed to cut his hair or to shave in a way that would alter his personal appearance so as to make it difficult to recognize him. Prisoners who have been more than a month in jail may, if they so desire, have their hair cut to the length it was at the time of their admission. The hair of an undertrial prisoner may, however, be cut when the Medical Officer considers it necessary, but it shall not be cut shorter than is necessary for the purposes of health and cleanliness.

Separation of undertrial prisoners and prisoners under 21 years	**398.** Undertrial prisoners shall be strictly segregated from convicted prisoners. Where male undertrial prisoners under the age of twenty-one years are confined, arrangements shall also be made for separating such prisoners from other prisoners, but a young adult male undertrial prisoner who is in company with his father or other near relative may be allowed to stay with him in the undertrial ward.
Classification of Undertrial prisoners	**399.** The Classification of Undertrial prisoners should be done only on the basis of security, discipline and institutional programme. Undertrial prisoners should be classified as under: (i) Category-1 (S1-Red): Fundamentalists, Naxalites, extremists and terrorists or any other individual characteristic warranting confinement in Security Zone -1. (ii) Category-2 (S2-Blue): Gangsters, hired Assassins, dacoits, serial killers/ rapists/violent robbers, drug offenders, habitual grave offenders/ communal fanatics and those highly prone to escapes/previous escapees/ attack on police and other dangerous offenders/including those prone to selfharm/posing threat to public order, warranting confinement in Security Zone- 2. (iii) Category-3 (S3-Yellow): Those who do not pose any threat to the society upon release, like those involved in murders on personal motives, other bodily offences, theft/ property offences, prohibition offences ,other special and local laws, railway offencesand other minor offences.
Special directions by Court or District Magistrate	**400**. The Superintendent shall carry out any special directions as to the separation of an undertrial prisoner given by a court concerned or District Magistrate. Such separation shall not be accompanied by any irksome conditions beyond those necessary to secure the object in view, namely, to prevent such prisoner from communicating directly or indirectly with other prisoners concerned in the same case or other cases.
Treatment of approvers	**401.** Undertrial prisoners reported by the court or the District Magistrate to be approvers or confessing accused persons, shall be kept separate and prevented from communicating with all other undertrial prisoners. They may, however, be allowed to mix among themselves during the day. But care shall be taken to see that confessing accused persons and approvers in the same case are kept separate.
Separate confinement of approvers	**402.** In all cases where after a confession has been recorded and no intimation has been received from the Magistrate that separate confinement is no longer necessary, the Superintendent shall, after waiting for a few

	days, seek the orders of the District Magistrate as to the approver's separate confinement. When an undertrial prisoner has been in separate confinement for a long time fresh orders may, if considered necessary, be obtained from the court concerned as to his continued separate confinement.
Punishments	**403.** An undertrial prisoner is liable to be punished for breaches of prison discipline with the following punishments only. **(1)** formal warning; **(2)** separate confinement, not exceeding three months; **(3)** temporary reduction from the superior to the ordinary class; **(4)** restriction of Interview for not more than two weeks at a time; In case the restraints are imposed for more than two weeks, consent of the court shall be obtained in case of undertrials and that of the District Magistrate in case of convicts.; **(5)** restriction of canteen or recreational facilities for one month. **(6)** recovery from incentive or prisoner's deposit account for pecuniary loss. **(7)** suspension of the facilities provided for in rule 408.
The Court or District Magistrate to give notice of special precautions	**404.** The Court or District Magistrate shall inform the Superintendent formally when an undertrial prisoner, for whose custody special precautions are necessary, is committed to jail.
Restraints	**405.** No undertrial prisoner shall be put under restraint except as punishment or in case of great risk of violence or escape. Such restraint shall be removed as soon as such risk is resolved. The Superintendent shall seek permission of the concerned court if such restraint is required for more than 48 hours.
Special watch and ward	**406.** The Superintendent may take such special measures for the safe custody of any undertial prisoner as he thinks fit, on his own initiative, or shall do so when warned by the the court or the District Magistrate.
Articles from private sources-	**407.** Every undertrial prisoner shall be permitted to purchase or receive from private sources, food ,clothing, bedding and other necessaries subject to the following restriction :- **(a)** the articles shall be examined by the Jailor before being introduced into the jail. **(b)** nothing that may be considered deleterious to health or unnecessary or unsuitable by the Superintendent shall be allowed. Spirituous liquors and intoxicating drugs are prohibited, unless prescribed by the Medical Officer on medical grounds. **(c)** all purchases shall be made by the Jailor under the orders of the Superintendent.

Prohibition against giving, hiring or selling of clothing. etc-	**408.** No part of any food, clothing, bedding or other necessaries belonging to an undertrial prisoner shall be given, hired or sold to any other prisoner and any prisoner transgressing this rule shall lose the privilege of purchasing food or receiving it from private sources for such time as the Superintendent thinks proper.
Maintenance of private accounts-	**409.** The account of private money received for undertrial prisoners and purchases made therefrom shall be maintained in Jail register no. 35.
General rules for undertrial prisoners	**410.** An undertrial prisoner shall be subject to the following conditions : **(a)** he shall receive the non-labouring diet of the jail as prescribed in Chapter XX. **(b)** he shall be permitted to wear his own clothes the details of which shall be recorded in the register of undertrial prisoners and read out to the prisoner in the presence of the in-charge Deputy Jailor. The entries in the register shall be countersigned by the Jailor. **(c)** he shall be required to keep himself, his clothing and bedding clean and may also be required to keep his cell or other compartment occupied by him clean, but no work of a degrading character to which he is not accustomed shall be taken from him. Work of this nature in the undertrial ward may be performed, as far as possible, by convicts in charge of a jail officer who shall be responsible for seeing that they do not communicate in any way with the undertrial prisoners. **(d)** **Police interrogation**- Only such police officers as have been authorized by the Judge or Magistrate, should be allowed to interrogate an undertrial prisoner while in prison custody. Such interviews should be held in the presence and within the hearing of a prison officer.
Work for under trial	**411.** Undertrial prisoners shall clean the yards, barracks and cells where they are kept. Undertrial prisoners should be detailed for this work. Such work shall be allotted on a group basis, so that through the cumulative work of all the undertrial prisoners, the yards, barracks, cells will get cleaned up. It will also be incumbent on all undertrial prisoners to keep their own clothing, bedding and equipment properly washed, cleaned, and disinfected; Every effort should, be made to encourage them to elect to work at any trade or profession If undertrial prisoners volunteer to work, suitable work, if possible, be given to them. Incentives shall be paid to them according to schedules fixed by the State Government.
Precautions against undue detentions-	**412.** **(a)** Whenever an undertrial prisoner is detained in jail for an unduly long period the Superintendent shall address the District Magistrate and the Chief Judicial Magistrate or the Sessions Judge, as the case may be, with a view to the speedy disposal of his case or the exercise by him of the

	power of releasing the prisoner on bail. **(b)** The Superintendent shall forward to the Chief Judicial Magistrate and the Sessions Judge every month a list of undertrial prisoners awaiting trial in magistrates as well as sessions courts who have been under detention for over a month.
Inspection parade	**413.** All undertrial prisoners shall be paraded. The tickets of undertrial prisoners in the session's courts shall be marked with a capital letter "S".
Watch and ward.-	**414.** **(a)** At least one permanent warder shall at all times, both day and night, be in charge of the undertrial ward or enclosure. **(b)** A convict officer shall at all times, both day and night, be on duty in the undertrial ward. At night a convict overseer and sufficient number of convict night watchmen shall be on duty in each barrack occupied by male undetrial prisoners. These convict officers shall be especially selected by the Superintendent, who shall satisfy himself from their conduct and antecedents that they are not likely to corrupt the undertrial prisoners. The selection shall be strictly limited to prisoners convicted of minor offences.
Daily routine-	**415-**The following routine is prescribed for undertrial prisoners and it shall be the duty of the Jailor to see that it is duly carried out by them. The routine may be altered by the Superintendent keeping in view the local needs, circumstances and exigencies.

	From 1st October to 31st March	From 1st April to 30th September
Counting, Search Leaving the barrack or cell, Toilet, Meditation, Prayers	After unlocking up to 8 a.m.	After unlocking up to 7:30 a.m.
P.T. drill, individual and group exericise, Breakfast Cleaning of barracks cells, yards, Work, Educational classes,	8 to 9:30 a.m.	7:30 to 9 a.m.
To bathe and take their midday meal	9:30 to 12:00 p.m.	9:00 to 11:30 a.m.
To be locked up in their barracks.	12 p.m. to 3 p.m.	11:30a.m. to 4 p.m.
To take exercise, have evening meal and be searched and locked up	3p.m.to locking up	4 p.m to locking up

Procedure in the case of undertrial	**416.** **(a)** When an undertrial prisoner who may have to be subsequently put up for identification by witnesses is, admitted to jail, the Superintendent of

prisoners who have to be subsequently identified.-	police or some police officer not below the rank of an inspector shall inform the jail in writing at the time of admission, or as soon thereafter as possible, that the prisoner will be put up for identification.: Provided that prisoners who are to be identified be not selected for being mixed up at the identification parades. **(b)** When such intimation has been received the Superintendent of jail shall issue instructions with a view to preventing the prisoner from disguising himself or changing his appearance in such a way as to make recognition difficult. Such prisoners shall be required to keep their hair in the same condition until convicted or discharged, e.g., if the prisoner is clean shaven he must not be allowed to grow a beard and vice versa. At the time of the identification parade the prisoner shall wear the same clothing as he was wearing at the time of admission. If he cannot wear his own clothes he shall wear clothes of a similar kind, e.g., if he is a field labourer he should not be dressed in the white clothes of a city man or vice versa. In all cases of doubt the orders of the Magistrate conducting the identification should be taken. Before the proceedings begin, the prosecuting inspector and counsel for the defence, who shall be permitted to be present, may satisfy themselves that all the rules in this paragraph have been fully observed. The proceedings shall also be attended by a jail officer who shall carry out any orders given to him by the Magistrate conducting the identification. **(c)** The prisoner to be identified shall be placed among a number of prisoners as similar to him as possible in dress, stature and appearance and shall not be allowed to conceal his face or stature so as to impede recognition. Provided that prisoners who are to be identified be not selected for being mixed up at the identification parades. **(d)** When a prisoner who is wearing fetters is to be identified the prisoners paraded with him should be selected from among those who are wearing fetters. Conversely, if the prisoner to be identfied is not wearing fetters none of those paraded with him should be wearing fetters. Where this is impracticable the method of covering up all prisoners in the parade, whether wearing fetters or not, up to the waist with blankets may be adopted. **NOTE-** Further provisions regarding the conduct of identification proceedings by Magistrates will be found in relevant paragraph of the Manual of Government Orders and Chapter VIII, Rule 9 of the General Rules (Criminal), High Court.
Cross references in cases of prisoners on trial in more than one case-	**417.** If an undertrial prisoner is being tried in more than one case, a cross reference, signed and dated by the Jailor, shall be made on the back of each warrant in red ink in the following form : **"Another case pending. Not to be released from court".**

Attendance in Courts:	**418.** **(a)** The Incharge Deputy Jailor shall compile a list of the prisoners to be produced on a specified date before the courts in accordance with the dates endorsed and signed on the warrant by the presiding officer. The list shall be sent to the Superintendent of Police on the evening before the day on which the presence in court is required. The Incharge Deputy Jailor and Jailor shall deliver the prisoners requisitioned in the list to the officer in charge of the police escort deputed to the jail to take the prisoners to courts. The police shall be responsible for the safe custody of any prisoner committed to their charge till he has been returned to the jail or discharged from custody by order of the court. It is for the police to decide, having regard to the provisions of rule 408 and the circumstances of the case, whether such prisoners shall be handcuffed or fettered and instructions shall be given by the presiding officer to the jail accordingly. **(b)** The attendance in courts may also take place through electronic video linkage.
Search of prisoners going to courts	**419.** The Jailor shall obtain a receipt from the officer in charge of the escort for the undertrial prisoners sent to courts, and such officer shall certify in the gate-keeper's book that he has searched the prisoners and examined the fetters, if any, and found them secure and well-fitting. All undertrial prisoners shall be searched again at the main gate on return from courts before they are taken over from the police.
Time for meals-	**420.** Prisoners attending courts shall be given their full morning and mid-day meals before they are sent out in the morning and arrangements shall be made to enable them to have their evening meal in the jail on their return.
Early return of undertrial prisoners from courts-	**421.** Undertrial prisoners should not be kept in courts so late as to necessitate their admission to the jails or the lock-up after locking-up time. The Superintendent shall draw the attention of the District and Session Judge, District Magistrate and Superintendent of Police to any instances in which this rule has not been observed.
Transfer for trial to another district-	**422.** When an undertrial prisoner is sent to another district for trial in another case, or for any other purpose, the Superintendent shall send with the prisoner his ticket and a copy of his warrant of remand together with an order requiring his return. The Jailor shall take a receipt for these documents from the officer in charge of the police escort. The presiding officer of the court to which the prisoner has been sent shall cause to make arrangements for the return of the prisoner when no longer required.
Transfer of female undertrial prisoners	**423.** When a female undertrial prisoner is transferred from one jail to another she shall be accompanied by a female police constable whether travelling alone or in company with other female undertrial prisoners.

Conveyance charges, etc. to be paid by the police-	**424.** The expenditure of every kind including cost of diet incurred during the conveyance of undertrial prisoners to and from courts or from one district to another shall be paid by the police and is debitable to the head "Charge for police custody".
Report of previous convictions	**425.** When the Superintendent or any jail officer receives information that an undertrial prisoner has been previously convicted, such information shall be communicated forthwith to the court concerned.
Undertrial prisoners unfit to attend court owing to sickness-	**426.** In the event of an undertrial prisoner being unfit by reason of sickness to attend court on the appointed date, the Superintendent shall immediately send a report of the case to the court concerned for orders. The report shall indicate the time when the prisoner was taken ill, the nature of the illness and the opinion of the Medical Officer as to when the prisoner is likely to be fit to attend court. The report shall be sent to the court as soon as it is clear that the prisoner will not be able to appear in court on the date fixed. If in the mean-time the prisoner recovers or his illness seems likely to be prolonged a further report or reports should be sent to the court [Also see sec. 269(a) of Code of Criminal Procedure, 1973].
Serious illness-	**427.** When an undertrial prisoner is seriously ill, the Superintendent shall send a report of the fact to the court concerned, and such report shall be accompanied by a medical statement of the casein order to enable the court to consider the possibility of releasing the prisoner on bail.
Death	**428.** When an undertrial prisoner dies the procedure laid down in rules 612 and 613 shall be followed.
Interviews, etc. in case of undertrial prisoners-	**429.** Undertrial prisoners shall be granted all reasonable facilities at proper times and under proper restrictions for interviewing or otherwise communicating either orally on in writing, with their relatives, friends or legal advisers.
Number of letters which an undertrial prisoner can write-	**430.** An undertrial prisoner shall be allowed to write a letter once a month at Government expense. If an undertrial prisoner desires to write more letters in connection with his defence he may be allowed to do so at Government expense, only if the Superintendent considers this necessary. he may also be permitted to send other letters at his own expense.
Certain undertrial prisoners who are not allowed to be interviewed-	**431.** Order of the Court or of the District Magistrate to the effect that a particular undertrial prisoner should not be allowed to be interviewed by any persons including official or non-official visitors, shall be strictly complied with and intending interviewers informed of such orders. In special cases a reference should be made to the Court orthe District Magistrate as the case may be.
Interviews by legal advisers-	**432.** When any person desires an interview with an undertrial prisoner in the capacity of his legal adviser, he shall apply in writing, giving his name and address and stating to what branch of the legal profession he belongs,

	and shall satisfy the Superintendent that he is the bonafide legal adviser of the prisoner with whom he seeks an interview and that he has legitimate business with him. **Note-** The Superintendent may allow a legal adviser to have an interview with an undertrial prisoner even though the latter be on hunger strike
Interviews with undertrial prisoners and approvers-	**433.** **(a)** Every interview between an undertrial prisoner and his legal adviser shall take place within sight of a jail officer. **(b)** The State Government may make arrangements for separate rooms for interviews by the advocates for providing legal aid to the prisoners. **(c)** The Jailor shall personally conduct interviews with approvers and shall bring all such interviews to the notice of the Superintendent. Such interviews should be terminated at once if any attempt is made by the interviewer to influence the prisoner to withdraw his confession or to alter his evidence. **(d)** Approvers and confessing accused persons shall be interviewed in a place separate from other undertrial prisoners in the same case,
Written communications from undertrials for legal advisers-	**434.** Any bonafide written communication prepared by an undertrial prisoner as instructions to his legal adviser shall be forwarded to that legal adviser and the Superintendent shall not disclose the contents of the communication or any portion thereof to any other person. The following facilities shall be extended to all undertrial prisoners:- **(a)** Legal defence, **(b)** Signing Vakalatnama, **(c)** Delegation of power of attorney, **(d)** Execution of will, **(e)** Applications for legal aid at Government cost as per provisions of law, **(f)** Other applications to courts,
Rules to be exhibited	**435.** A copy of the rules relating to undertrial prisoners contained in this chapter shall be printed in Urdu, English and Hindi and hung up at appropriate places.

CHAPTER- 21

CIVIL PRISONERS

<table>
<tr><td>Segregation of civil prisoners-</td><td>436. Civil prisoner shall, as far as possible, be confined in a special ward outside the jail or in an enclosure inside the jail entirely separate from the enclosure allotted to criminal prisoners.</td></tr>
<tr><td>Application of other rules to civil prisoners-</td><td>437. Except as otherwise provided in this chapter, all rules in the Jail Manual shall apply to civil prisoners.</td></tr>
<tr><td>Search and examination</td><td>438. The search and examination of civil prisoners shall not be conducted in the presence of any other prisoners.</td></tr>
<tr><td>Punishments</td><td>439. If a civil prisoner commits any prison offence he shall be liable to one of the following punishments:
(a) formal warning ;
(b) separate confinement not exceeding 14 days, or, with the sanction of the Director General, (Prison) not exceeding 2 months.
(c) suspension of the facilities provided for in rule 446.</td></tr>
<tr><td>Scale of subsistence allowance-</td><td>440. The scale of subsistence allowance in this and subsequent paragraphs shall be fixed by State Government under section 57 of the Code of Civil Procedure, 1908 (Act no. V of 1908).The following scales of subsistence allowance are prescribed for the different grades of civil prisoners:
<table>
<tr><th>Grade</th><th>Diet allowance</th><th colspan="2">Clothing Allowance</th></tr>
<tr><td>Superior</td><td>Rs. 125.00 per day</td><td>Summer</td><td>Winter</td></tr>
<tr><td>Ordinary</td><td>Rs. 75.00 per day</td><td>Rs.200.00</td><td>Rs. 300.00</td></tr>
<tr><td></td><td></td><td>Rs. 100.00</td><td>Rs. 200.00</td></tr>
</table>
The Superintendent shall decide what articles of clothing shall be supplied, taking into consideration the clothing already in possession of the judgment debtor and his actual requirements. The clothing allowance shall be a onetime charge. The subsistence allowance may be amended by the Director General (Prisons) as required.</td></tr>
<tr><td>Payment to whom and when to be made-</td><td>441. The first payment of the subsistence allowance by the decree-holder shall be for such portion of the current month as remains unexpired on the date of committal of the judgment-debtor to prison, and shall be made to the proper officer of the court committing him. If the money is not received from the court within a reasonable time, the Superintendent shall remind it. Subsequent payments of subsistence</td></tr>
</table>

	allowance due, if any, shall be made by the decree-holder to the Superintendent by monthly payments for the whole month, or part thereof, in advance, before the first day of each month.
Scale of railway journey expenses-	**442.** **A - Travelling allowance** For civil prisoners the cost of a second class railway ticket, in addition to bus fare or conveyance charges, if any, as calculated in accordance with the manner provided in rule 107. **B - Diet allowance** Diet allowance at the rate provided in rule 441 for the grade to which the prisoner belongs.
Subsistence charges of revenue defaulters-	**443.** The Superintendent shall recover subsistence charges incurred on behalf of revenue defaulters through the officer who ordered their detention.
Diet and clothing for sureties detained under the Criminal Procedure Code and for prisoners detained under the Guardians and Wards Act-1890	**444.** Sureties detained in a civil jail under section 446(2), the Code of Criminal Procedure, 1973, shall be allowed to have their own food and clothing if they so choose, but if they do not provide these for themselves they shall be fed and clothed in the jail at the expense of the State Government in accordance with the scales laid down for ordinary civil prisoners. The clothing and bedding supplied to such prisoners shall be taken back from them on their discharge from the jail. This rule shall also apply to persons ordered by the court to be detained in the civil jail under section 44 and 45 of the Guardians and Wards Act, 1890 (Act no. VIII of 1890), unless such detention is ordered by the court at the instance of a private party and the court directs that the cost of such detention be paid by such private party.
Cooking of food and Supply of food and other articles from outside-	**445.** Civil prisoners may be permitted to cook their own food. Civil prisoners may be permitted to purchase or receive from private sources food, lothing, bedding or other necessaries subject to the following restrictions:- **(a)** such articles shall be examined by the Jailor or other jail officer before being introduced into the jail. **(b)** food cooked outside the jail shall be allowed only to such prisoners as have been specially permitted by the Superintendent to receive it, having regard to their status, habits of life and social position. **(c)** spirituous liquor and intoxicating drugs are prohibited unless prescribed by the medical officer on medical grounds. The use of tobacco, biris and cigarettes is permitted.

	(d) all purchases shall be made by,or under the orders of the Superintendent.
Ration or diet supplied by the jail-	**446.** When a civil prisoner is supplied with articles of ration from the jail store or with cooked diet from the jail cookhouse, the cost of such articles of ration or diet shall be recovered from his subsistence allowance
Gift, hire or sale of articles by civil prisoners prohibited-	**447.** No part of any food, clothing, bedding or other necessaries belonging to any civil prisoner shall be given, hired, or sold by him to any other prisoner, and any prisoner transgressing this rule shall loose the privilege of purchasing food or receiving it from private sources for such time as the Superintendent thinks proper.
Supply of clothing and bedding	**448.** Every civil prisoner not provided with sufficient clothing and bedding shall be supplied by the Superintendent with such clothing and bedding as may be necessary.
Cost to be realized from decree-holder	**449.** When any civil prisoner has been committed to prison in execution of a decree in favour of a private person, such person or his representative shall, within forty-eight hours after the receipt by him of a demand in writing, pay to the Superintendent the cost of the clothing and bedding supplied to the prisoner under the preceding rule. In default of such payment the prisoner may be released.
Work	**450.** A civil prisoner may, with the Superintendent's permission, work and follow any trade or profession. He shall keep the room he uses or occupies in a clean and orderly state. He shall be encouraged to work and, if he works on a trade, be allowed to receive his earning, subject to such deductions as the Superintendent may consider necessary for the use of jail tools.
Games	**451.** Civil prisoners shall be allowed to engage in such indoor games as cards, chess or carrom and to occupy themselves in such manner as the Superintendent considers unobjectionable.
Maximum period of detention-	**452.** The maximum period of detention in the civil prison in execution of a decree are as follows : **(1)** Where the decree is for the payment of a sum of money exceeding Rs. 50 - Six months. **(2)** In other cases - Six weeks. **(3)** The maximum period of detention for revenue defaulters is fifteen days.
Rules for fixing dates of release-	**453.** When a civil prisoner is admitted to the jail in execution of a decree and his subsistence allowance is payable by the decree-holder, two dates of release shall be fixed and recorded on his warrant and in the release register according to the following rules :- **1-**The date of expiry of the period of detention. This shall be fixed in accordance with instructions contained in paragraph 32. If the prisoner has not been released earlier he shall be released on the date on which

	the period of detention ordered by the court expires. **2-** The date of release according to the date up to which the subsistence allowance has been paid. This shall be altered from time to time and the prisoner shall be released on the morning following the last day for which subsistence allowance has been paid.
When a civil prisoner is to be released	**454.** The Superintendent shall release a civil prisoner – **(a)** on the amount mentioned in the warrant for his detention being paid by the prisoner to the Superintendent **(b)** on the omission by the person, on whose application the prisoner has been detained, to pay the subsistence allowance ; **(c)** on receipt of an order of release from the court ; **(d)** on the expiry of the term of the sentence prescribed in the warrant.
Restoration of cash and property on release-	**455.** On the release of a civil prisoner any cash or property belonging to him shall be returned to him and an entry to that effect made in the relevant register. A list shall also be prepared of the articles of clothing etc., allowed to be taken away by the prisoner. This list shall also be entered in the register. The prisoner's thumb-impression or signature shall be taken on the register in token of receipt and the entry shall be attested by the Jailor.
Return of balance diet money-	**456.** After a civil prisoner has been released, if there is any balance of subsistence allowance in the Superintendent's hands, it shall be returned to the court or officer by whom his detention was ordered. For every such refund of subsistence allowance, a receipt shall be obtained and pasted in the register of civil prisoners opposite the entry to which it relates.
Report to court of cases of serious illness-	**457.** When the judgment-debtor is suffering from any serious illness the Superintendent shall at once inform the committing court. [Vide section 59(3) (b) of the Code of Civil Procedure, 1908.]
Release on ground of infectious disease-	**458.** When the Superintendent is of opinion that the release of a civil prisoner is desirable on the ground of the existence of any infectious or contagious disease, he shall submit the case to the State Government through the Director General (Prisons) for orders under section 59(3) (a) of the Code of Civil Procedure, 1908.
Facilities for insolvency proceedings-	**459.** Any civil prisoner who wishes to be adjudged insolvent under the State Insolvency Act, 1920 (Act no. V of 1920), shall be given the necessary assistance and provided with writing materials for the purpose by the Superintendent. Copies of the State Insolvency Act in1920 English and Hindi shall be kept in the office of the Superintendent and allowed to be borrowed by any civil prisoner requiring the same.

Interviews and letters	**460.** **(a)** Civil Prisoners shall be granted all reasonable facilities at proper times and under proper restrictions for interviewing or otherwise communicating, either orally or in writing, with their relatives, friends or legal advisors. **(b)** Civil prisoners shall be allowed to see their relatives, friends and legal advisors on any day, except Sundays and jail holidays, and under such restrictions as the Superintendent may like to impose, but the presence of a jail officer shall not be necessary.
Handcuffs and fetters:	**461.** Civil prisoners shall neither be handcuffed nor fettered in jail.They shall not be handcuffed or fettered during transit also unless, for special reasons to be recorded in writing, it becomes necessary to do so to prevent escape, violence or suicide, with the permission of the concerned court.
Display of abstract of rules	**462.** An abstract of the rules relating to civil prisoners as contained in this chapter shall be displayed at appropriate place.

CHAPTER- 22

MENTALLY ILL PRISONERS

Application	**463.** Except as provided in this Chapter, the rules in the Jail Manual applicable to superior and ordinary classes of convicts shall apply to superior and ordinary classes of mentally ill prisoners also.
Definition of a mental patient	**464.** A mentally ill prisoner, for the purpose of this Manual is defined in Section 2(w) of the Mental Healthcare Act 2017 which reads as follow:- **Section 2(w)** **2(w)-** "Mentally ill prisoner" means a mentally ill person for whose detention in, or removal to, a psychiatric hospital, psychiatric nursing home, jail or other place of safe custody, an order referred to in section 27 has been made. **Sec.27-** Admission and detention of mentally ill prisoner: "An order under Section 30 of the Prisoners Act, 1900 (Act no. 3 of 1900), or under Section 330 or Section 335 of the Code of Criminal Procedure, 1973 (2 of 1974), directing the reception of a mentally ill prisoner into any psychiatric hospital or psychiatric nursing home, shall be sufficient authority for the admission of such person in such hospital or, as the case may be, such nursing home or any other psychiatric hospital or psychiatric nursing home to which such person may lawfully transferred for detention therein."
Separation of mentally ill prisoners	**465.**Every prisoner supposed or found to be mentally ill as defined in rule 465 and also every prisoner who, with a similar past history, may have been declared sane or cured, may be kept separate from other prisoners.
Instructions regarding dangerous mentally ill prisoners	**466.** Dangerous mentally ill prisoners are those who by reason of their mental illness, are prone to cause injury to themselves or to those coming in contact with them. In order that the chances of their causing injury may be eliminated, the following instructions should be carefully observed : **(a)** Every mentally ill prisoner when first admitted into a jail shall be considered a dangerous prisoner until the Medical Officer decides that he is harmless. **(b)** Every dangerous mentally ill prisoner shall, as far as may be considered necessary, be kept separate from other patients and a strict watch shall be kept over him, particularly at times when symptoms of violence aggravate. **(c)** The Medical Officer shall visit him at least once a day and make a careful note of any sign of violence. **(d)** The Medical Officer shall give such directions as may be necessary, for appropriately guarding the mentally ill prisoner, and shall warn the jail officers of any symptoms which necessitate greater watchfulness. **(e)** Confirmed mentally ill person shall not be admitted in the jail.

Classes of mentally ill prisoners	**467.** Mentally ill prisoners are of three classes : **A-** Accused persons who in the course of their trial or during the investigation of a case are found to be of unsound mind and incapable of making their defence and for whose detention in jail an order has been made under. section 330, Code of Criminal Procedure, 1973. **B-** Accused persons who are of sound mind at the time of their trial but who are acquitted by the court on the ground that at the time at which they are alleged to have committed an offence, they were, by reasons of unsoundness of mind, incapable of knowing the nature of the act alleged as constituting the offence, or that it was wrong or contrary to law, and for whose detention in jail an order has been made under section 335 of the Code of Criminal Procedure, 1973, shall be accompanied by a copy of the judgment of the Magistrate or Court. **C**- Persons detained or imprisoned in jail under any order or sentence of any Court who are found to be of unsound mind [vide Section 30 (1) of the Prisoners Act, 1900(Act III of 1900)].
Superintendents to performs functions of Director General for certain purposes	**468.** Officers in charge of prisons have been empowered under section 336 of the Code of Criminal Procedure, 1973, to discharge all or any of the functions of the Inspector General of Prisons under section 337 or section 338 of the Code of Criminal Procedure, 1973.
Place of detention of mentally ill prisoners	**469**. Mentally ill prisoners shall be detained at the Mental Hospital, Varanasi, or a psychiatric hospital or any other place of safe custody declared by the State Government for such purpose.
Custody of mentally ill prisoners	**470.** A Magistrate or court has power under section 330, 335 and 336 of the Code of Criminal Procedure, 1973 to order a mentally ill prisoner as defined in paragraph 465 to be kept in safe custody in such place and manner as the Magistrate or Court thinks fit. An accused person who has been so ordered to be kept in safe custody shall – **(a)** If ordered to be detained in a psychiatric hospital or psychiatric nursing home be confined therein and, if for reason this is considered desirable, be transferred to another psychiatric hospital; **(b)** If ordered to be detained in a Central Prison, be transferred to and confined in a hospital having facilities for psychiatric treatment unless there is insufficient accommodation in the available hospitals; **(c)** If ordered to be detained in any other place, be transferred to and confined in a government hospital unless there is insufficient accommodation in the available psychiatric hospitals, in which case he shall be transferred to and confined in a central prison,

	ordinarily the one nearest to or most similar in climatic conditions to his native district. **Note -** In the case of an examination and inquiry under section 328 of the Code of Criminal Procedure, 1973, the supposed mentally ill prisoner shall be detained in a place mentioned in rule 470.
Papers to accompany a mentally ill prisoner	**471.** When a mentally ill prisoner is sent to a psychiatric hospital or jail by a magistrate or court as directed in the previous rule, a set of papers as prescribed in rule 474 shall be prepared and sent along with the mentally ill prisoner to the psychiatric hospital or jail.
Transfer of mentally ill prisoner to a place other than a psychiatric hospital	**472.** When a court orders a mentally ill prisoner to be kept in safe custody, under section 330 or section 335 of the Code of Criminal Procedure, 1973, in a place other than a psychiatric hospital, court shall report the case to the Director General of Medical and Health Services, who shall arrange in conjunction with the Director General (Prisons) for the transfer of the mentally ill prisoner to the proper place of safe custody, in accordance with the directions contained in rule 470. Copies of the papers referred to in rule 474 shall accompany the report. **Note :-** A report regarding a mentally ill prisoner sent to be kept in safe custody under section 335 of the Code of Criminal Procedure, 1973, shall be accompanied by a copy of the judgement of the Court.
Form to be sent with a class A mental patient who is capable of making his defence.	**473.** When a class A, mental patient as classified in para 468 is certified by the Director General (Prisons) to be capable of making his defence and taken before the court, the following papers shall accompany the certificate of the Inspector-General, namely- **(a)** M.H.M. Form IX- Magistrate's statement of particulars **(b)** M.H.M. Form X-Medical Officer's certificate **(c)** M.H.M. Form XI-Abtract of evidence of information under the following heads,viz: **(i)** the demeanour of the mental patient before and after the perpetration of the act of which he is accused; **(ii)** the manner in which the act was perpetrated; **(iii)** any attendant circumstances indicating the mental patient's frame of mind or the ideas with which he was possessed at the time when the act was perpetrated; **(iv)** any facts in the mental patient's past history which may be of value in deciding on the course which should be adopted in regard to him **(d)** M.H.M. Form XII-Abstract of medical history **(e)** M.H.M. Form XIV- Medical history-sheet(case book)

Release of mentally ill prisoner when certified harmless.	**474.** If a class A or class B mental patient is detained in jail, and the Inspector-General certifies that in his judgment he may be released without danger of his doing injury to himself or to any other person, the State Government, may, thereupon, pass such orders under sections 335 and 338 of the Code of Criminal Procedure, 1973, as it may deem fit.
Probationary period of recovered mentally ill prisoner.-	**475.** All mentally ill prisoners shall be detained in a psychiatric hospitals to undergo any probationary period considered necessary by the visitors and shall not be returned to jails for that purpose.
Production of mentally ill prisoner for medical inspection after discharge.-	**476.** Whenever a class A mentally ill prisoner under section 330 of Code of Criminal Procedure 1973 is made over to the care of a relative or friend under the provisions of section 339 of the Code of Criminal Procedure, 1973, it shall be subject to the condition that he is produced for the inspection of the officer in medical charge of the District Jail at intervals not exceeding six months. The actual dates shall be fixed by the concerned court.
Close observation of supposed mentally ill prisoner's.-	**477.** When a prisoner is acting as if he were insane, the Medical Officer shall put him under observation and closely scrutinize his symptoms so as to preclude the possibility of a criminal feigning insanity and submit a report to the Superintendent.
Procedure in case of a convict of unsound mind	**478.** **(1)** Whenever it appears to the Superintendent that any convict is mentally ill and ought to be transferred to a psychiatric hospital he shall at the earliest possible date submit the case, with all the documents necessary for establishing the fact of mental illness, to the Inspector-General who shall forward it to the State Government for the issue of necessary orders. The following documents in duplicate shall be forwarded with the case : **(i)** A nominal roll of the mentally ill prisoner. **(ii)** M.H.M. Form XIV-Medical history (case-book) ; and **(iii)** M.H.M. form XII-Abstract of medical history. **(2)** If a person detained in jail under section 109, code of Criminal Procedure, 1973, becomes insane, the Superintendent shall report the fact to the District Magistrate, and send him a certificate in Form III that the prisoner is insane. If the District Magistrate decides to release the prisoner under section 123, of Code of Criminal Procedure, 1973, he shall prepare a reception order, and on its authority the Superintendent shall send the prisoner to a non-criminal psychiatric hospital.

Transfer of mentally ill prisoner under section 30(1), Prisoner's Act-	**479.** **(1)** When the State Government acting under section 30(1) of the Prisoners' Act, 1900 issues a warrant directing the removal of a prisoner who is mentally ill to a psychiatric hospital or other fit place of custody, the Superintendent of the prison from which the prisoner is removed, shall transfer him accordingly, and shall give information of such transfer to the court by whose order the mentally ill prisoner was committed to jail. **(2)** The documents required to be sent with the mentally ill prisoner to the psychiatric hospital are - **a.** Warrant **b.** M.H.M. Form IX. **c.** M.H.M. Form X. **d.** M.H.M. Form XII **e.** M.H.M. Form XIV **f.** Nominal roll of the mentally ill prisoner.
Detention of lunatics who cannot be transferred before expiry of sentence.-	**480.** When an insane prisoner can not be transferred under the orders of the State Governments so as to reach the mental hospitals before his sentence expires, the State Government shall be informed through the Director General and the prisoner shall be detained untill the expiration of his sentence and the matter shall be reported to the District Magistrate for his orders with a view to the convict being treated as a non-criminal patient and transferred to the mental hospital under the Magistrate's order.
Reserved accommodation in trains.-	**481.** Mentally ill prisoners, if dangerous, when sent by rail shall be provided with reserved accommodation and shall not be allowed to mix with other passengers. The dispatching jail shall make a note on the requisition form whether the mentally ill prisoner is dangerous or not.
Female Police constable to accompany female mentally ill prisoner.-	**482.** A female mentally ill prisoner shall on transfer be accompanied by a female police constable in addition to the usual police escort.
Clothing diet, application of restraints when traveling.-	**483.** The Superintendent shall provide mentally ill prisoners on transfer with sufficient articles of clothing to protect them from rain or cold. **(a)** Sufficient food or money to procure food, for the mentally ill prisoners on the journey shall be made over to the police escort in accordance with the directions of the Medical Officer. **NOTE-** Milk will generally be found to be the most suitable diet, since most of the patients are unable to digest the ordinary food. It will, therefore, not be a proper arrangement if regular diet money is given to the escort to purchase food for the patient. A diet suitable for

	individual patients can properly be prescribed by the Medical Officer and the best course would be found to be for the Medical Officer to prepare a statement of diet and send it to the person making arrangements for the transfer of the patient. Arrangements should be made for the supply of the diet mentioned in the statement and a copy of it should be given to the person in charge of the escort. **(b)** The Superintendent shall obtain orders from the concerned court or the District Magistrate for using restraints, fettering, handcuffing etc. of mentally ill prisoners during the journey compatible with security, as he may deem necessary in each case.
Transfer in anticipation of sanction in urgent cases-	**484.** In urgent cases (i.e., the mentally ill prisoner is noisy, filthy or dangerous) the Superintendent may, if he considers it necessary and with the previous consent of the Psychiatric hospital concerned, transfer the mentally ill prisoner to that Psychiatric hospital in anticipation of the sanction of the State Government. In such cases the prescribed documents shall be sent with the mentally ill prisoner and a copy of the Government order shall be forwarded as soon as it is received.
Finger prints Bureau to be informed of the transfer to a Psychiatric hospital-	**485.** When a mentally ill convict is sent to a Psychiatric hospital from jail, the Superintendent shall communicate the fact to the Uttar Pradesh Finger Print Bureau at Lucknow.
Procedure when mental prisoner becomes mentally sound-	**486.** Under the provisions of sub-section (2) of section 30, of the Prisoners Act, 1900 (Act III of 1900), where it appears to the State Government that the prisoner has become mentally sound the State Government shall, by a warrant directed to the person having charge of the prisoner if he is still liable to be kept in custody, remand him to the prison from which he was removed or the another prison within the State. The Superintendent shall bear in mind that under subsection (3) of the same section the time during which a prisoner is confined in a Psychiatric hospital under sub-section (1) shall be reckoned as part of the term of detention or imprisonment which he may have been ordered or sentenced by the court to undergo.
Forms and further information for treatment of mentally ill prisoner.-	**487.** For specimens of Mental Hospital Manual (M.H.M.) Forms referred to in this chapter and for further information about the treatment of mentally ill prisoners, the Uttar Pradesh Mental Hospitals Manual should be referred to.

CHAPTER -23

DIETARY

Prisoners to receive diet according to scale	**488. (a)** Every prisoner shall be entitled to receive daily at the prescribed times food according to the scale provided for the class to which he belongs, unless he is permitted by rules in this Manual to receive food from private sources. **(b) Scales of diet**: The Director General under intimation to the State Government may, at any time by order, vary either temporarily or permanently and subject to such conditions as he may think fit, the scales laid down in Appendix A.
Special or extra diet on medical grounds	**489.** In any case in which the Medical Officer for reasons of health considers the prescribed diet to be unsuitable or insufficient for a prisoner, he may order in writing a special diet or extra articles of diet for such prisoner. The change in the diet of any class of prisoners requires the sanction of the Deputy Inspector General.
Special diet in certain cases	**490.** In any case in which the Superintendent considers that the prescribed diet is, having regard to the diet to which the prisoner has been accustomed, unsuitable for him from the point of view of his health, he may recommend for the sanction of the Inspector-General such special diet to be given to the prisoner as he may consider suitable.
Morning meal	**491.** The items and scale of morning meal are prescribed in Appendix A.
Scale of uncooked ration for midday and evening meal per meal per prisoner -	**492. (a)** Wheat flour (for labouring prisoners) - 350 gms. **(b)** Wheat flour (for non-labouring prisoners) - 270 gms. **Note:** Diet should not be less than 08 chapatis weighing 500 gms. after preparation in labouring diet and 06 chapatis weighing 350 gms. after preparation for non-labouring diet. **OR** **(b)** Rice - 240 gms.
Variation of Dal and vegetables per meal per prisoner –	**493.** The scale for variations of dal and vegetables is prescribed in Appendix A.
Festival diet-	**494.** Every prisoner of the ordinary class irrespective of religion shall receive a festival meal on the anniversaries of the Independence Day, the Republic Day and on the festival days of Id-ul-Fitar, Id-ul-Zuha and Holi, Diwali. The scale for festival meals shall be such as mentioned in Appendix A.

Special meals-	**495.** The scale of special meal is prescribed in Appendix A.
Food provided by private persons or societies-	**496.** Whenever any philanthropic person or society offers to provide a special meal on any special occasion to the entire population of the jail, he or it may, at the discretion of the Superintendent, be permitted to pay the cash value of the food that is to be served and the Superintendent shall then issue the food desired by the donor to the prisoners and record the fact in his order-book and also inform about same to the Inspector-General.
Diet for Hindu prisoners keeping fast-	**497.** The scale of diet for Hindu prisoners keeping fast is prescribed in Appendix A
Diet for Muslim prisoners keeping fast in the month of Ramzan-	**498.** The scale of diet for Muslim prisoners keeping fast in the month of Ramzan is prescribed in Appendix A.
Gur for certain classes of prisoners-	**499.** Every prisoner working as a sweeper shall receive 60 grams of Gur thrice a week in addition to the usual diet. Every prisoner working in the tailoring factories and on carding of wool shall receive 60 grams of Gur daily in addition to the usual diet.
Special diet-	**500.** Wage earning prisoners who do exceptionally good work or exhibit some special talent in their work may be allowed such special items of diet from their earnings as may be approved by the Superintendent.
Cooked rice-	**501.** Cooked rice shall be served dry so that each grain is separate. It shall not be made into balls (golas) but shall be weighed and distributed to individual prisoners. The ratio of dry rice to the cooked rice shall not be less than 1:3. **Note:** Cooked weight varies with the quality of rice and the Superintendent should experiment with each variety of rice and fix the exact quantity of the cooked weight in each case.
Variety of dals-	**502.** Arhar, Masoor, Urd, Chana, Matar, Moong or some other variety of Dals shall be issued to prisoners at the discretion of the Superintendent: Provided that one and the same dal shall not be issued for both the principal meals in a day. In hot months when the varieties of vegetables in the jail garden are few, vegetables for the two meals may, at the discretion of the Superintendent be given at one meal and dal at the other.

Manner of issuing dals.	**503.** Gram and arhar shall be split before issue for use as dal and the husk shall be carefully removed. Masoor, urd and moong shall ordinarily be issued whole. The Superintendent may at his discretion authorize by an order written in his order-book the issue of crushed urd, moong and masoor to be used as dal. This may become necessary at the end of the season when these pulses are liable to attack by weevils. When masoor is issued after crushing, all husk shall be carefully removed. **a.** Programme of issuing different dals. Notwithstanding the provisions in Appendix A regarding the programme of issue of different kinds of dal, the Superintendent shall pay special regard to their prices and the custom of the locality. Dals which are cheaper or which are staple food of the locality shall be issued more often than the other dals. The programme showing the days of the meals at which a particular dal is to be issued shall be noted by the Superintendent in his order-book and copies of it shall be hung up in the grain expense store and the cook-house.
Daily inspection of vegetables-	**504.** The Jailor shall daily inspect the vegetables when they are cut up ready for use and see that they are of good quality and free from stalks and woody portions. He may increase the quantity of vegetables and chillies, if sufficient quantities are available from the jail garden.
Vegetables to be varied	**505.** As far as possible only one vegetable shall be issued at one meal and to give variety to the food there shall be change in the kind of vegetables issued at different meals. Issue of chaulai and other saags should be restricted to four meals in a week.
Purchase of vegetables	**506.** When the quantity of vegetables grown in the jail garden is insufficient for the consumption of the prisoners, Superintendent shall request to Director General through the Deputy Inspector General of range for the purchase of vegetables from the market or any other agency for such period as may be necessary. The Deputy Inspector General shall forward the proposal after strict scrutiny to the Director General with his recommendation.
Storage of anti-scorbutic vegetables	**507.** During the season of plentiful supply, the Superintendent shall store anti-scorbutic vegetables such as potatoes, pumpkins and onions, for issue in the hot weather. Aonla fruit possesses valuable anti-scorbutic properties which are preserved to a great extent if it is dried in shade. After drying it can be stored and issued to prisoners in the hot weather after removing the seed and powdering it.
Scale of fuel	**508.** The scale of fuel is prescribed in Appendix A.
Limes	**509.** The Superintendent shall, when limes are in season, arrange for the issue of one lime per prisoner with the midday meal. The Superintendent shall not sell limes from the jail garden without the sanction of the Inspector-General.

	Limes can easily be perserved for issue in the hot months by cutting them into halves and sprinking them with a plentiful quantity of common salt and the Jailor should where the supply of limes is plentiful arrange for their preservation in this manner for the use of the prisoners. It is to be noted that they must be stored in porcelain jars, or similar non-porous receptacles. An ordinary earthenware jar will dry up the mixture and spoil it.
Scale of anti-scorbutic	**510. (a)** Chatni (per prisoner twice a week)- **1)** Salt 0.5 gms. **2)** Chillies 0.15 gms. **3)** Amchur 02 gms. **4)** Water 05 ml. **Note:** Amchur can be replaced with Kamrakh, Kaitha, Fresh raw mango, tamarind (free from husk and stone) when available from jail garden. **OR** 02 gms. Amchur may be mixed in dal (twice a week) **(b)** Aam-ka-panna (per prisoner per day in the months of May and June)- **1)** Salt 2 gms. **2)** Black Pepper 1 gm. **3)** Roasted Jeera 1 gm. **4)** Pudina 1 gm. **5)** Water 200 ml. **6)** Raw mangoes 100 gms. **7)** Sugar 3 gms.
Evening Tea-	**511. (1)** 1 cup of tea (throughout the year except the months of May and June as per scale of morning tea) **(2)** Biscuits 4 pieces (approx. weight 20 gms.)
Diet for sick prisoners	**512.** The scale of diet for sick prisoners is prescribed in Appendix A.

Diet of patients and prisoners in infirm and convalescent gangs to be recorded	**513.** The number of the diet scale and the details of the extras, if any, ordered for each patient admitted to the hospital or to the infirm and convalescent gangs, shall be recorded on the bed-head ticket in the case of patients in the hospital and on the history ticket in the case of prisoners in infirm and convalescent gangs, under the initials of the Medical Officer. Undertial prisoners admitted as patients shall receive diet as prescribed by the medical officer.
Scale of diet (per day) for pregnant female prisoners and nursing mothers in addition to the normal diet	**514.** The scale of diet for pregnant female prisoners and nursing mothers is prescribed in Appendix A.
Scale of diet for children per child per meal	**515.** The scale of diet for children is prescribed in Appendix A.
Treatment of grain before grinding	**516.** All grains shall be carefully cleaned before issue to the mill-house for grinding. The flour if kept in bins shall be covered with dosuti sheets, if kept in gunny bags or any other packing, the packing shall be properly cleaned and dusted.
Mill stands and grain troughs-	**517.** Mill stands shall be so constructed as to prevent dust getting mixed with the flour. The grain troughs and channels for flour shall be well cemented and kept clean. The flour shall be received in wooden boxes, Pallis, gunny or any other suitable receptacles placed under the channel.
Sifting of flour	**518.** The flour shall be sifted through fine wire gauze with 10 to 12 holes to the centimeter.
Reserve stock of flour-	**519.** The Jailor shall see that there is always a reserve stock of flour for at least four days' consumption in the grain expense store.
Cleaning and grinding losses-	**520.** A schedule of losses in cleaning, grinding, etc. of grains and pulse shall be prescribed by the Director General (prisons). The provisions of rule 1227 shall also be referred to.
Containers-	**521.** Grain pulses and flour shall be kept in the grain expense store in gunny bags, each containing a uniform weight of provisions (the weight being marked on each bag) or in bins with the capacity marks printed on them. The weight of the containers in which condiments and oil, and ghee and other articles are kept, shall be marked on them to facilitate checking of stock by superior officers and visitors.

Weightment of uncooked rations-	**522.** The uncooked rations shall be weighed out to the cooks in the presence of Jailor, Deputy Jailor or Warders in charge of cook-house. These officers shall be responsible for seeing that the rations are of proper quality and weight. Rations for the hospital shall be indented by the Medical Officer. The Superintendent shall get the weightment checked in his presence at least in a month.
Charge of cook-house-	**523.** Each cook-house shall be under the charge of a warder who shall be held responsible for any irregularity detected in connection with the preparation of food. A receipt shall be obtained from him when raw rations are issued to the cook-house from the store. This shall not absolve the Jailor, Deputy Jailor in-charge of the circle and in-charge Deputy Jailor of grain storage from responsibility in connection with the weight and quality of rations as detailed in the preceding paragraphs.
Issue of raw rations-	**524.** The time for the issue of raw rations from the grain storage shall be fixed by the Superintendent and shall be strictly adhered to. The whole day's ration shall be issued once in the morning. The ration shall be issued for cook house in the presence of Superintendent/Jailor.
Issue of condiments	**525.** Condiments for the whole day shall be issued once in the morning, and kept in separate boxes for each meal. These boxes shall be sent to the cook-house in the morning duly locked. The Deputy Jailor in-charge of the circle shall keep the keys of the boxes in his possession and shall ensure that the condiments are used in his presence.
Checking of raw rations	**526.** The Superintendent shall at least once in a month check the correctness of the weight of uncooked rations issued from the grain expense store.
Method of kneading flour and making chapattis	**527.** The flour issued to the cook-houses shall be fresh and free from adulteration. It shall be soaked in water for half an hour and then slowly and thoroughly kneaded by hand. In a dough of proper consistency, if a finger is dipped no atta should stick to the finger. After kneading, the dough should be rolled out thin on a table by means of a rolling pin. Cooking shall be done slowly so that the surface may not get burnt and to ensure thoroughly breaking up of starch granules throughout the cakes. The raw chapati is first put on that part of the iron plate which is least hot and after a few seconds turned. It is then pushed on to the hotter part of the plate. The inflated chapati is turned over once or twice taking care not to injure the surface so that the gas generated does not get out until the chapati is properly baked. Every attempt should be made to see that cakes are neither over nor under-baked. The Superintendent may issue directives for use of rolling pins (belan) for rolling single chapatis. However, mechanized processes may be used as per the availability.

Method of cooking vegetables	**528.** In cooking vegetables, the following method shall be adopted:- Put oil in the pot and bring it to the boiling point; then Jeera, powdered chillies, turmeric mixed with water should be added and stirred for a few minutes till the colour of turmeric turns red. The vegetables should now be put into the pot and well stirred for about 10 minutes and thereafter the required quantity of water should be added and the pot covered up. During the course of cooking, the vegetables should be stirred up twice or thrice. The garam masala should be added when the vegetable is cooked and before the pot is removed from the fire. Solid vegetables such as potato, turnips, carrots etc. should be part-bailed, peeled and mashed or suitably cut before being added to the heated condiments.
Hygiene of Cook House-	**529. (1)**The Deputy Jailor in-charge of the circle and Warder in-charge of the cook-house shall be responsible for seeing that all cooking utensils, clothing and other equipment are kept scrupulously bright and clean. The cook-house shall at all times be neat and tidy. The type of metal of utensils shall be determined by the Director General. **(2)** A cake of soap weighing 60 grams. per day per kitchen shall be issued to cook-house for the use of prisoners for washing their hands before and after work.
Cooks-	**530.** Suitable prisoners who are physically fit and possess clean habits shall be employed in cook-houses. The Jailor shall personally review the fitness and hygiene of prisoners employed in cook-house.
Protection from flies -	**531.** All food shall be carefully protected from flies.
Weighment and measuring of food-	**532. (1)** A list showing the number and description of the scales and weights in use shall be hung up in every store and workshop and in the cook-house and the date when they were last certified by the weights and measurement department. **(2)**The Jailor and the Deputy Jailor incharge of store shall be responsible for seeing that properly adjusted beam scales and correct weights are used for weighing supplies in bulk and individual rations. At the food distribution parade the cooks shall carry light scales and weights with them so that any prisoner desiring to test the weight of his ration may do so. All complaints of prisoners in respect of the quantity, quality, or cooking of the rations shall be brought to the notice of the Superintendent at the first opportunity and it shall be the duty of the Superintendent on receiving any such complaint to make immediate personal inquiry into the matter. **(3)** Trays: All food shall be distributed from trays provided with handles and served hot. **(4)** Checking of measuring cups: Measuring cups used in issuing the meals and scales and weights shall be carefully checked at uncertain intervals and at least once a month by the Superintendent.

Distribution of food -	**533. (1)** The Superintendent shall prescribe the times at which meals are to be served to prisoners and the manner in which and the places at which the distribution of food is to take place. **(2)** All cooked food should be kept covered until it is distributed, and appropriate arrangements (in the form of freezers, refrigerators, etc.) should be made for storage of perishable items. **(3)** Meals should be served fresh and hot during winter season; appropriate heating methods will be utilized to keep food warm and suitable for consumption. The receptacles used for carrying food should be provided with well fitting lids. All food shall be carefully protected from flies and other insects.
Shelter from rain and heat during the meals	**534.** Prisoners shall be protected from rain and intense heat during meals and allowed to have their meals in verandahs or other sheltered places as necessary.
Responsibility of officers	**535- (1)** The in-charge of the grain storage shall be responsible for the proper cleaning of grain and other articles in the grain store and their correct issue to the cook-house, and grinding of grain in the mill-house. **(2)** The Jailor and the in-charge of grain storage shall be responsible for the grinding of the grain in the mill-houses. **(3)** The Jailor and, Deputy Jailor in charge of Circle and in-charge of cook house shall be responsible for quality of prepared food and correct distribution to prisoners in strict accordance with the scales laid down for any prisoner or class of prisoners. **(4)** A Pharmacist duly nominated by the Medical Officer shall be responsible for the preparation of diets of patients in the hospital, under the control of the Medical officer.
Bakery-	**536.** There may be a bakery in jails for preparation of baked items.
Checking of Equipments-	**537. (1)** Warder in-charge of the cook-house and bakery shall be responsible for maintaining a list, of the tools, equipments, utensils and other property kept therein, and their safe keeping and proper maintenance. **(2)** The Jailor shall cause all tools, equipments and utensils in the cook-house and bakery to be maintained properly so as to avoid any accident. **(3)** The Superintendent shall ensure the safe and secure storage of the containers of fuel.

CHAPTER-24
CLOTHING AND EQUIPMENT

Supply of clothing to prisoners	**538.** Every convict sentenced to rigorous imprisonment shall be supplied with, and wear, prison clothing on scale as prescribed in Appendix B. Provided that when the Superintendent in any case considers the prescribed clothing unsuitable for a convict on medical grounds, he may by an order in writing direct that he shall be provided with special clothing. The scales of clothing to be supplied to prisoners and children residing with their mothers shall be prescribed by the Director General (Prison).
Clothing and utensils for children residing with their mothers in jail-	**539.** The Superintendent shall provide to children permit to reside with their mothers in jail with such suitable clothings and utensils as provided in Appendix B
Clothing for Convicts sentenced to simple imprisonment and undertrial prisoners.-	**540.** Convicts sentenced to simple imprisonment and undertrial prisoners shall be permitted to wear their own clothing : Provided that,- **(a)** that such convicts and undertrial prisoners as are unable to provide themselves with the necessary clothing shall be supplied with sufficient clothing from the jail stores, and **(b)** convicts sentenced to simple imprisonment who elect to labour are employed extramurally shall be supplied with and required to wear the same clothing as is supplied to convicts sentenced to rigorous imprisonment. Convict in custody when sent to a Court, either as a witness or as an accused, may wear ordinary private clothing. For this purpose, the private clothes of convicts deposited in the prison, or those provided by friends or relatives, shall be issued to them before they are taken to the Court, such clothes shall be taken back on their return from Court attendance.
Military prisoners not permitted to wear uniforms-	**541.**Military prisoners or imprisoned personnel from any other uniformed services shall on no account be allowed to wear their service uniform in jail. If any such prisoner is entitled under the rules to wear his own clothing, but possesses nothing except his uniform, he should be provided with the necessary clothing from the jail stores.
Responsibility for supply of clothing.-	**542.** The Jailor is responsible for seeing that all prisoners are provided with articles of clothing and bedding in accordance with the prescribed scales or the special instructions if any, given by the Superintendent or the Medical Officer.

Dimensions and patterns of clothing to be prescribed.-	**543.** Director General shall prescribe the dimensions, patterns etc., of each article of clothing to be supplied to prisoners, and a set of sealed samples as approved by him shall be maintained in each jail authorized to manufacture and supply such clothing.
Indents for clothing and utensils:.	**544.** The Superintendent shall prepare and submit to the Deputy Inspector General of Range indents in the prescribed form for cotton and woollen clothing and utensils by 5th May of every year. The Deputy Inspector General of Range shall submit consolidated indent for jails of his Range to the Director General by 15th May of every year. The Director General shall make the allotments and arrange for supply of such articles either from manufacturing jails or from any other source by the month of September.
Scales of clothing and bedding	**545.** The scales of clothing, bedding and other equipment for ordinary class prisoners are as prescribed in Appendix B.
Slippers	**546.** The ordinary class convicts those who are destitute shall be provided with one pair of rubber or plastic slipper. The slippers shall be accounted for at the time of release.
Protection from severe cold	**547.** In excessive cold, where there are no alternative facilities other than warm clothing, sufficient number of alao shall be arranged by the Jailor to protect prisoners from cold. There shall be one alao of 30 kgs. of firewood for each barrack during the daytime.
Scales of clothing of inmates of central prison for young adults-	**548.** The scale of clothing and bedding for the inmates of central prison for young adults is provided in Appendix B.
Extra clothing for convicts employed on particular works and in the rainy season.	**549. (1)** Every convict employed on labour which soils the clothing shall be supplied with an extra serviceable suit to wear during working hours. **(2)** Cooks shall be provided with an apron coat and an extra trouser. He shall not wear ordinary clothes while at work. **(3)** Convicts working in the open in the rainy weather shall be provided with additional serviceable rainwear for protection from rain.
Clothing for convict	**550.** The scales of uniform and clothing of convict officers shall be in accordance with the following scales:

officers-	**(1)-Male-** **(a) Convict night watchmen**– The same clothing as prescribed in Appendix B for ordinary class convicts with cap bearing the letters "C.N.W." **(b) Convict overseers**– The same clothing as prescribed in Appendix B for ordinary class convicts except that they shall be provided with two yellow kurtas and two yellow pyjamas, with forage caps of an approved pattern bearing the letters "C.O." on the left of the cap. **(c) Convict warders**– The same clothing as prescribed in Appendix B for ordinary class convicts except that they shall be provided with two yellow kurtas and two yellow pyjamas, and their forage caps shall be red bearing the letters "C.W." on the left of the cap and a leather belt. They shall also be provided with patties of red colour and a pair of country shoes. **(d)** Convict overseers and convict warders on night duty outside the barracks during the winter and the rainy season shall be provided with a Jawahar-cut waist-coat, a jacket or rainwear as the case may be. (**2**) **Female.** Female convict officers shall be provided with the same articles of clothing as ordinary class female convicts except that their clothes shall be yellow.
Bedding for prisoners in cells and condemned prisoners-	**551.** Prisoners confined in cells and those who are condemned shall be provided with a blanket instead of a durrie. Medical Officer has authority at any time to direct on medical grounds the issue of extra clothing to any prisoner or class of prisoners for any specified period or during any season of the year. He may authorize the issue of extra warm clothing to prisoners who are old or infirm whenever he thinks it necessary.
Hospital clothing and articles.	**552.** (**1**) The Medical Officer shall see that patients in the hospital receive suitable and sufficient clothing as prescribed in Appendix B. (**2**) Patients in hospital shall be provided with hospital clothing as given in Appendix B. (**3**) A Pharmacist nominated by the Superintendent shall be in charge of the hospital clothing store, and shall perform the same duties as are assigned to the Deputy Jailor or other officer in-charge of the jail clothing store.
Distinctive clothing for convicts suffering from certain diseases-	**553.** Convicts suffering from enlarged spleen, hernia, big hydrocoele or other bodily infirmity, which renders them unfit for hard bodily exertion, shall wear cotton kurtas and coats and bearing the distinctive mark of letter "I" seven cm. in length and 1.25 cm. in thickness made of red cloth and stitched on the left side of kurtas or coats.

Storage of clothing of prisoners admitted to hospital	**554.** The clothing of every sick prisoner admitted to hospital shall be taken from him, washed and placed in the hospital clothing store, and he shall instead be provided with a complete outfit of hospital clothing under the supervision of the Medical Officer.
Stripes on blankets	**555.** Blankets shall have in the middle white strip, 1.25 cm. wide, the number of such strips varying as follows- **No. of strips — Year of manufacture or purchase** Five — 2010 One — 2011 Two — 2012 Three — 2013 Four — 2014 Five — 2015 One — 2016 and so on for subsequent years.
Issue of clothing-	**556. (1)** No general distribution of cotton clothing shall be made. Issues shall be made as necessity arises. **(2)** All issues of clothing and other articles and subsequent renewals shall be recorded on the history-tickets of prisoners under the initials of the issuing officer. Entries relating to new articles of clothing shall be prefixed with the letter 'N' and those relating to used but serviceable clothing with the letter "S".
Life of clothig, bedding and other articles	**557.** The life of articles of clothing, bedding and other articles is given in Appendix B.
Return of articles	**558.** New blankets and woollen clothings issued to prisoners for winter season should be taken back in April, leaving with each prisoner one serviceable blanket only.
Responsibility for repair, washing and renewal of clothing-	**559.** Jailor and storekeepers shall be responsible for the efficient and timely repair and washing of the clothing in actual use by prisoners and for their renewal when necessary.

Clothing store and care of articles of clothing-	**560.** The clothing store shall be in the charge of a Deputy Jailor or other officer appointed by the Superintendent. It shall be his duty to see that all articles, cotton as well as woollen, received back from the prisoners are thoroughly washed with soap and disinfected and then placed in the store properly arranged in bundles, that all articles in store have been thoroughly repaired and are regularly aired and kept fit for use, and that every precaution is taken, e.g., by the use of insecticides and frequent airing, to prevent damage by insects. Necessary facilities shall be afforded by the Jailor to the store-keeper for the washing and repairing, etc. of clothes. So far as possible, all Central and District prisons will be provided with the facility of mechanized laundry to wash items of clothing and bedding at the time of return of these items to the clothing store.
Storing of clothes in bundles-	**561.** All woollen clothes shall be stored in the clothing store according to their condition and shall be classified as– **(i)** new, **(ii)** good, **(iii)** serviceable and shall be kept in separate bundles and marked according to their classification. The bundles shall be kept in polythene or denim packs/bags to protect them from dust and moisture. Napthalene balls, carbolic powder or dried neem leaves shall be put in the folds of all woollen clothings stored in the godown. A stock account of such bags shall also be kept in the clothing register. All articles shall be stored in bundles of 25 each to facilitate checking of stocks.
Inspection of unserviceable articles.	**562. (1)** The store- keeper in charge of the clothing store shall produce before the Superintendent quarterly all articles of clothing which have become unserviceable. **(2)** The Superintendent shall enter in words in the clothing stock-book the number of articles, condemned under separate heads by him and initial the entries. **(3)** A chart showing the number of articles under separate heads condemned in each month and the daily average population of the month excluding civil prisoners shall be mentioned in this register.

Storage and use of condemned clothing	**563. (1)** The Superintendent shall adopt suitable precautions to prevent articles once written off being again taken into stock. All blankets and woollen clothing condemned shall be torn into four pieces and be kept in charge of an officer unconnected with clothing store. The fact shall be recorded in the Superintendent order-book. **(2)** Unserviceable cotton clothing shall not be stored in the clothing store but kept in charge of an officer unconnected with the clothing store. Such clothing shall as far as possible be utilized for repairing clothes.
Excessive condemnation.	**564.** The Director General shall prepare a schedule showing the average condemnation of all articles based on the average annual population, and cases of condemnation of clothing in excess of the authorised schedule shall be presented before the Deputy Inspector General of range for condemnation at the time of his inspection of the jail. Special cases of excessive condemnation shall be reported to the Director General/Inspector General with full reasons.
Clothing for issue to convicts on transfer	**565.** Every jail shall set apart a certain number of suits of cotton clothing, blankets and woolen clothing's for issue to convicts on transfer. Leper convicts and convicts suffering from tuberculosis shall, however, on transfer wear the clothing they are wearing. All such clothing should be taken in stock by the receiving jail and subtracted from the stock of transferring jail.
Inspection of clothing store	**566.** The Jailor shall inspect the clothing store once a month and see that all old clothing stored is properly repaired and washed, that woolen clothing is adequately protected against insects and that a sufficient supply of new or serviceable clothing is always available for issue. He shall record the results of such inspections in his report book. The Superintendent of a prison shall inspect the clothing store at least twice in a year.
Utensils	**567.** Each prisoner shall be provided with utensils to the scale provided in Appendix B. The life of stainless steel utensils shall be eight years.
Footwear	**568.** Ordinary class convicts may be permitted to wear shoes or chappals, if these are brought by them at the time of their admission or deposited by their friends or relations or purchased from the canteen.

CHAPTER- 25

HYGIENE AND EPIDEMICS

Capacity of buildings in jails.	**569.** The ordinary capacity of wards, barracks, cells and other buildings intended for the occupation of prisoners shall be fixed by the Director General, subject to the general or special approval of the State Government. Near the door of every ward, the size of the room, and the number of prisoners it is capable of accommodating, shall be recorded on a plaque embedded in the outer wall of the ward. So far as possible it should be ensured that no ward accommodates prisoners beyond its prescribed capacity. The Director General may also fix their maximum capacity in the event of overcrowding.
Overcrowding.	**570.** The Superintendent and the Medical Officer shall be responsible for seeing that overcrowding does not occur. In the event of the population exceeding the capacity of a jail, the Superintendent shall arrange for the accommodation of the excess population in workshops or corridors and immediately forward transfer rolls of extra convicts to the Director General for sanction of their transfer to other jails. In case there is a general overcrowding in jails any special orders issued by the Director General shall be followed.
Lock-up register	**571.** The Superintendent shall daily scrutinize and initial the lock-up register in which the figure showing overcrowding of barracks shall be underlined.
Change in the capacity of a jail	**572.** Whenever a change occurs in the capacity of a jail, the Superintendent shall communicate the fact to the Director General together with a brief account of the cause of the change.
Cleanliness of jail precincts and enclosures.	**573.** The jail precincts and enclosures shall be kept perfectly neat and clean all times. Daily and continued attention must be given to secure neatness and smartness of roads, paths, grass plots and open grounds. The grounds outside the main wall shall be kept clear of all undergrowth and rank vegetation.
Sweeping and cleaning of workshops and factories	**574.** The walls and roofs of all workshops and factories shall be thoroughly swept and cleaned once a week. The floors shall be swept once daily immediately either before the work begins or after the work stops.
Sweeping, brushing and white washing of barracks and walls.	**575.** The beddings of prisoners shall be spread out and exposed to the sun at least twice weekly. The floors of all barracks, cells and hospitals shall be swept daily, in morning after unlocking and in the evening before lockup, and the walls brushed down weekly. The roofs shall be cleared of cob-webs once a fortnight. The inside of the walls of all barracks, cells and hospitals shall be white-washed once in a month up to a height of four feet and the whole of the walls of barracks, cells and hospitals shall be white-washed, as often as the Medical Officer may consider necessary.

General cleanliness	**576.** The main and partition walls of the jail shall be rubbed down and cleaned after the rainy season in order to remove weather stains. All ceilings, floors, walls, furniture, etc. shall be kept clean and in order. Godowns must be kept clean, well-arranged and well-ventilated and their contents aired as often as may be necessary.
Washing and disinfecting of contagious cells and wards	**577.** The wards or cells occupied by prisoners suffering from dysentery or diarrhoea and contagious diseases, shall be whitewashed and disinfected as often as may be directed by the Medical Officer.
Sleeping berths.-	**578.** So far as possible, cemented sleeping births will be provided to prisoners. All sleeping berths shall be 2 meters long, 75 cm wide and 30 cm high, and shall be level from end to end, but shall as far as possible be provided with a cement concrete pillow at one end occupying a space of 25 cm. The pillows shall be so placed that the pillow of one berth is placed at the end opposite to the end at which the pillow of the next berth is placed. The arrangement of berths in barracks will depend upon the positions of the gratings and the facilities provided for ventilation, and their number will depend upon the accommodation available. No berths shall be provided in corridors, where the air may be stagnant for want of windows.
Gratings to be kept open	**579.** The gratings of barracks, wards or cells shall not be built up or closed in any way so as to interfere with the free passage of air through the buildings.
Shaving, cutting and clipping of hair.-	**580. (1)** Every male convict sentenced to rigorous imprisonment for a term exceeding two months shall, on confirmation of the sentence by the Appellate Court or on the expiry of the period of appeal, if no appeal has been preferred, have the hair of his head clipped close and subsequently kept so clipped. This operation shall be discontinued during the month immediately preceding release. The head shall not be shaved except on medical grounds. Such convicts will have full discretion except when shaving becomes necessary on medical grounds, to have their moustaches and beards clean-shaven, trimmed or fully grown. Convicts sentenced to rigorous imprisonment for less than two months or to simple imprisonment shall not have the hair of the head, moustache or the beard clipped or shaved unless they so wish or on medical grounds. Undertrial prisoners shall not be allowed to clip or shave or grow their hair so as to alter in any way their appearance and make recognition difficult. Hindus shall be allowed to retain the chotia or top-knot. Sikhs shall not, unless they

	so wish, have their hair clipped or shaved in any way. **(2)** The Superintendent may exempt any prisoner from having his hair clipped or shaved on the ground of religious scruples or caste prejudices. Any prisoner to whom such operation would be justly offensive or degrading may also, at the discretion of the Superintendent, be exempted by him. **(3)**Cartridge razors for their personal use may be allowed to the prisoners on their own expense. Supply of such razors shall be made only from the prisoners' welfare canteen. The new razor shall be issued only after the surrender of the old one. **(4)** Female prisoners shall be provided with ten Sanitary Napkins during mensturation cycle each month.
Comb, soap and mustard oil	**581.** Ordinary class prisoners keeping long hair on the head shall be supplied with a comb and one cake of extra bath soap monthly and 30 grams of mustard oil weekly.
Supply of water	**582. (1)** The Superintendent and the Medical Officer is responsible for seeing that an ample supply of water of good quality is always available for drinking, bathing and other purposes. If the water supplied in the jail is considered for some special reasons to be not of good quality or on the occurrence of any serious infectious disease like cholera, hepatitis, jaundice, etc, the Medical Officer or Superintendent may send sample of water from the jail water supply for chemical and bacteriological examination. **(2)** In summer months, every barrack and workshop in use shall be provided with a sufficient number of earthen gharas or any other suitable water container filled with clean drinking water for the use of prisoners and each prisoner shall be provided with a small ghara or any other suitable water container for his personal use. **(3)** Every barrack shall be provided with a sufficient number of suitable water containers filled with clean drinking water for the use of prisoners at night throughout the year.
Washing, bathing and cleaning of teeth.-	**583. (1)** The Superintendent shall see that prisoners have sufficient facilities for keeping themselves neat and clean. **(2)** Prisoners shall clean their teeth and mouth regularly and tooth-sticks in the form of neem or babul twigs and two grams of fine tooth-powder per day per prisoner shall be provided for the purpose. Any prisoner wishing to use a tooth-brush or toothpaste may be allowed to purchase them at his own expense. The Medical Officer shall examine the teeth of prisoner and see from time to time that this rule is being carefully followed. The scaling of teeth should also be done whenever advised by dentist.

Amenities from relatives and friends	**584.** Prisoners of all classes may receive from friends and relations soap, toothpowder, toothpaste and oil for toilet purposes in reasonable quantities. These items shall be examined to ensure that nothing is concealed inside them.
Washing of clothes and supply of body oil	**585.** Prisoners shall keep their clothes clean. All the prisoners shall be provided with the quantity of detergent and bathing soap as prescribed in **Appendix- B** Every prisoner shall be given 10 grams. of mustard oil every week during the months of November to February to be applied on there body.
Washing of blankets and woollen coats	**586.** The following instructions shall be followed for washing blankets and woolen-coats : Blankets and wollen coats should be soaked one night in cold water in the troughs of the bathing platforms. Next morning they should be mulled by prisoners so as to bring out gross dirt. They should then be wrung out, passed through clean cold water and thoroughly wrung out again. After this they should be put into boiling soap solution in a karhao for a short time, cleaned in cold water, wrung out and dried in the sun. Before being stored in bags they should be carefully repaired.
Care of water supply	**587.** Every precaution shall be taken to prevent contamination of the water supply whether at its source or during its distribution or carriage.
Cleaning of wells and storage tanks.-	**588.** All wells, storage tanks and overhead tanks shall be cleaned respectively once a year, once a month and once in six months. The last date of cleaning shall be mentioned. Cleaning shall be done more often if the Medical Officer considers so necessary.
Disinfection of wells and storage tanks used for water supply.	**589. (1)** Every well in a jail used for water supply shall be treated once a month with permanganate of potash which should be added in a sufficient quantity so as to give a pink colour to the water which should remain perceptible for at least six hours. For ordinary wells that are 5 feet in diameter containing 6 feet of water, 60 gms. of permanganate of potash should be dissolved in a bucket of water before it is thrown into the well or storage tank. The water in the well or storage tank should be agitated by the bucket after the addition of the solution. **(2)** A more efficient means of disinfection of water for ordinary purpose is by bleaching powder, which to be effective, must be fresh. For a well or storage tank of 5 feet in diameter containing 6 feet of water, 60 grams of

	fresh bleaching powder is sufficient, but as the strength of available chlorine rapidly diminishes in this country for thorough disinfection in most cases and for wells or storage tanks longer than 5 feet in diameter, 120 grams capacity would be required. **(3)** The Medical Officer shall record dates of treatment of wells and storage tanks with permanganate of potash or bleaching powder, in his report book.
Latrines and drains	**590.** All latrines and drains shall be kept scrupulously clean. So far as possible all drainage in prison should be underground which should be connected directly to the public drainage system or sewage treatment plant. The drains shall be provided with double gratings.
Sewage:-	**591. (1)** The latrines of the jail may be connected with sewage line or with Sewage Treatment Plant system situated at prison premises or with soak pit system. **(2)** The Jailor shall cause the sewage lines, Sewage Treatment Plant system and soak pits to be properly maintained and cleaned at regular intervals.
Sanitary arrangements in cells, barracks, factories and workshops.-	**592.** **(1)** Proper night sanitary arrangements shall be provided in each cell and in every barrack. **(2)** Every barrack shall have at least one night latrine which shall be provided with adequate arrangements for privacy either by means of movable screens or preferably by means of low masonry walls. **(3)** Every factory and workshop situated in jail shall be provided with similar sanitary arrangements for the convenience of both prisoners and warders.
Outside latrines forvisitors	**593.** A latrine shall be provided outside the jail near waiting room for the use of visitors.
Latrines for prisoners in out gangs-	**594. (1)** One or more latrines shall also be provided outside the jail wall in a safe place for the use of prisoners working in extramural gangs. Under no circumstances shall prisoners be allowed to soil the ground. **(2)** Prisoner sweepers in jails shall receive 65 grams soap per head per week for washing their hands and feet after the day's work.
Report on insanitary conditions near jail	**595.** The construction of public latrines, sewage drains or the existence of any insanitary condition in the close vicinity of the jail premises, which is likely to affect the health of the prisoners, shall be reported to the local municipal authorities and the District Magistrate.

Disposal of sweepings and refuse	**596.** All sweepings and refuse unfit for use as fuel shall be burnt or thrown into manure-pits not used for the disposal of nightsoil and well covered up everyday to prevent fly-breeding. No refuse shall be permitted to be thrown on the ground, nor shall rubbish of any kind be allowed to accumulate in or near the jail.
Disposal of biomedical waste	**597.** Disposal of biomedical waste shall be done in accordance with the guidelines issued by the State Government.
Steps to be taken in case of infections	**598.** Infection/epidemic/pandemic notified as a disease under the Epidemic Disease Act, 1897 or declared as epidemic disease under the Uttar Pradesh Public Health and Epidemic Disease Control Act, 2020. On the occurrence of a case of cholera, plague, cerebro-spinal fever, typhus fever, relapsing fever, smallpox, Covid-19 or any other serious infectious disease in a jail, the Superintendent shall at once send a report to the Deputy Inspector General Range, District Magistrate and Chief Medical Officer and take all necessary sanitary precautions, including the isolation of the patient, the segregation of all contacts, the disinfection of clothing and buildings and vaccination or inoculation of other inmates.
Isolation of infectious cases	**599.** A prisoner suffering from an infectious disease shall be kept in a segregation ward. Arrangements shall also be made for the isolation of all contacts of cases of infectious diseases.
Report in case of an outbreak	**600. (1)** If more than two cases of an infectious disease such as mentioned in rule 599 occur, a daily report of seizures and deaths shall be submitted to the Director General. The Superintendent shall also send a report of the outbreak to the Director of Medical and Health Services, Uttar Pradesh. The District Magistrate, the Chief Medical Officer, the nearest military authorities, and all the neighboring jails. The transfer of prisoners to and from an infected jail shall not be allowed till the outbreak has subsided. **(2)** The Chief Medical Officer or the municipal officer of health, as the case may be, shall also be informed of the outbreak and his cooperation shall be obtained in the matter of disinfection etc. The Superintendent shall comply with any special directions which a competent medical authority may issue in connection with the prevention of epidemic diseases in jails. **(3)** Besides outbreak of epidemic the Municipal Health Officer shall visit the all prisons once a month and offer suggestions for sanitation and hygiene.
Disinfection of barracks and clothes-	**601.** The barrack in which a prisoner suffering from an infectious disease has lived shall at once be vacated and disinfected thoroughly. All the other inmates of the barrack shall be segregated in another barrack, if it is

	available and is not contaminated. Their clothing and bedding shall be thoroughly washed and disinfected. If the clothing cannot be disinfected it shall, if so certified by the Medical Officer, be burnt. Tents shall be pitched between the outer and inner walls if no barrack is available. If no suitable ground inside the jail is available, tents shall be pitched outside the jail compound with the previous sanction of the Director General.
Instruction for the prevention or the spread of cholera	**602. (1)** When a case of cholera occurs, a sweeper shall be placed on duty to attend on the patient who shall be isolated within the jail precincts and, if possible, between the outer and the inner enclosure walls of the jail. The sweeper shall be supplied with cyllin solution of the strength of 1 in 50 and with a few coal tarred earth ware gamlas. The sweeper shall remove and disinfect the dejecta and vomit of the patient and shall also disinfect the floor and any latrine that he may have used. All clothes worn by the patient shall be burnt. Every step shall be taken for the speedy treatment of the patient. **(2)** If two clinically diagnosed cases of cholera occur, the disease shall be considered as epidemic, and the following measures shall be adopted : **(a)** The sick shall be rigorously isolated. **(b)** The barracks in which fatal cases have occured shall be vacated and thoroughly disinfected. **(c)** The prisoners living in these barracks shall be isolated in suitable vacant barracks if available, or in tents pitched between the outer and inner walls. **(d)** The preventive inoculation of other prisoners shall be carried out. **(e)** All latrines through out the jail shall be carefully disinfected and all earth ware vessels that may have been in use broken up and buried under ground. **(f)** All drains shall be kept scrupulously clean and sprinkled with lime. **(g)** The cook-house shall be kept scrupulously free from flies. **(h)** All food shall be issued while hot. **(i)** All wells and water storage tanks shall be treated with permanent of potash and if further cases of disease occur, all drinking water shall be boiled and cooled before use.

Report of serious epidemics to Government-	**603.** The occurrence of a case of plague or any other serious epidemic shall immediately be reported to Chief Medical Officer, District Magistrate, Superintendent of Police, Director General and the State Government. The usual precautions against the spread of infectious diseases are also effective in the case of plague or any other disease in which preventive inoculation is a specially valuable measure.
Procedure when it is necessary to provide shelter outside a jail-	**604.** Whenever it becomes necessary to provide for the temporary shelter and safe custody of the prisoners outside without the walls of any jail, the Superintendent shall report the circumstances to the Director General, who may seek directions from the State Government as to the provision to be made, under section 7 of the Act.
Provision for custody of prisoners in excess of accommodation-	**605. (1)** All prisoners in jail in excess of the accommodation shall be provided with temporary shelters in huts or tent pitched outside or inside the main enclosure walls. **(2)** The safe custody of prisoners accommodated outside the walls of the jail shall be entrusted to the police. **(3)** The Superintendent shall apply to the Director General for sanction to the arrangements of such temporary establishment, as may be necessary. **(4)** In cases of emergency and before arrangement can be made to have tents or huts erected, the workshops may be utilized to afford the necessary shelter, provided that all articles likely to facilitate escape or to be used as dangerous weapons are first removed.

CHAPTER- 26

ACCIDENTS, DEATHS AND DISPOSAL OF THE DEAD

Precautions against death by accident or suicide	**606.** Superintendent, Jailors and all other prison officers shall take every precaution against death by accident or suicide in their jails and the following instructions shall be carefully followed: **(a)** When prisoners are employed on digging *kankar* or earth for clay-washing or any other purpose, the Jailor shall take steps to guard against the undermining of earth banks and see that the work is carried out in such manner as will make accidents from falling earth impossible. **(b)** Whenever prisoners are employed in dangerous places where accidents are likely to occur (as on the roof of a building or top of a ladder or wall) either a rope shall be tied round their waist and fastened to a secure place or some other suitable device such as the erection of a scaffolding underneath shall be adopted so as to ensure the safety of the prisoners. **(c)** As a precaution against accidents as well as suicide, water storage tank and wells inside the jail shall be provided with a grated door with a lock. The warder in charge of a gang of prisoners working near water storage tank or well shall, before he leaves the place check the grating's door and lock. **(d)** Prisoners suspected of suicidal tendencies shall be carefully watched and be kept under constant supervision of a warder or a convict officer. Medical Officer shall pay special attention to that particular prisoner. **(e)** Before a prisoner is put in a cell or isolation ward or high security barrack the prisoner as well as the cell or isolation ward or the barrack shall be carefully searched and all implements and appliances likely to facilitate suicide shall be removed. **(f)** Gate of toilet shall be half in height. No hook or angle must be left in a condition so as to enable fasten any rope or string.
Precaution against fire and earthquake	**607. (1)** The following measures are prescribed as a precaution against fire: **(a)** No fire except in constructed fire-places (e.g. in cook-house, blacksmith shops, bakery, alao etc.) shall be allowed in any part of the jail building during the day or the night. **(b)** No fire shall be carried about unguarded in any part of the jail building. **(c)** No stacks or collection of grass, straw or other inflammable material shall be allowed to accumulate near any building. Kerosene oil and other inflammable articles shall be stored in a place of safety away from other articles. **(d)** All appliances for extinguishing fire shall at all times be kept available for immediate use and in serviceable condition.

	(e) There shall be fire fighting equipments in all parts of the prison, and especially at all vulnerable points decided in consultation with the fire officer. Fire hydrants may be provided at appropriate places. **(f)** Electrical installations in the prison shall be inspected by the officials of electricity safety department annually. **(g)** If liquified petroleum gas (LPG) is used in kitchen, it shall be ensured that gas cylinders are stored in a secured room in accordance with the safety norms for storage of LPG cylinders and that no unguarded prisoner has access to such a place and store. The keys of such LPG store shall be kept only by the warder in-charge of the cook house when the cook house is being used. **(h)** Half a dozen buckets full of water shall at all times be kept in each godown and factory and near the main gate and circle gates and at other prominent places. The word ''FIRE'' shall be painted on these buckets. **(i)** A supply of dry earth or sand in buckets or tins shall be available at all times at each godown, factory, near the main gate and at other prominent places. **(j)** Each jail shall be provided with a fire alarm to notify the outbreak of fire. A fire alarm parade shall be held once a year and the facts recording the same shall be Superintendent's order book. For this parade, the main gate bell shall be rung twice at a time for duration not less than 5 minutes. Such parade may be held in presence of the officials of the fire department. **(k)** Superintendent shall draw up suitable instruction adapted to his jail, showing precisely the respective duties of all members of the jail establishment and convict officers when a fire alarm has been sounded. **(l)** When going on their rounds Superintendents shall satisfy themselves that these instructions have been carefully carried out in the jail. **(2) Fire:** A standard operating procedure (SOP) shall be prepared by the Superintendent for dealing with breakout of fires. Such SOP shall be distributed to all jail officers and displayed at the main gate and other places decided by the Superintendent. **(3) Earthquake:** A standard operating procedure (SOP) shall be prepared by the Superintendent with the help of Disaster Management Authority to deal with an event of an earthquake. Such SOP shall be distributed to all jail officers and displayed at the main gate and other places decided by the Superintendent.
Information on death of a prisoner	**608**. On the death of a prisoner the Superintendent shall give information to the nearest relative or friend of the deceased, through a messenger or through the police station concerned or by any other expedient means and shall send radiogram or fax to the State Government, Director General, Deputy Inspector General of the

	Range, National Human Rights Commission, State Human Rights Commission, District Magistrate of the district in which the jail is situated, the District Magistrate of the district to which the deceased belonged and to the Court concerned. The prisoner's warrant, duly endorsed shall be returned to the Court concerned. Notice of the death shall also be sent to the Municipal officer of health if the jail is situated within the limits of a municipality or the station officer-in-charge of the police station if the jail is situated in a rural area. Information shall also be sent to the Registrar of Births and Deaths.
Registration and record of death in Prison	**609.** The Jailor shall send intimation of death in a prison in writing to the concerned Registrar appointed for the purpose under the Registration of Births and Deaths Act, 1969 (Act no. XVIII of 1969). In every case of death the Medical Officer shall record full particulars of the cause of death, in register no. 15.
Post Mortem	**610.** In every case of death of jail inmates, postmortem shall be performed by a Medical Board consisting of at least two doctors and guidance of National Human Rights Commission regarding postmortem shall also be observed.
Sudden or violent death or suicide	**611.** The senior officer present shall immediately report the occurrence of any sudden or violent death or deaths by suicide to the Superintendent and the Medical Officer. If it is not certain that life is extinct, immediate measures shall be taken to give relief and to restore animation and for this purpose the body may, if necessary, be removed to a more convenient place.
Report to Magistrate, Police and Judicial Magistrate	**612.** In every case of death of prison inmate, the Superintendent shall forthwith report the fact to : **(a)** The District Magistrate who shall appoint a Magistrate empowered to hold inquest under section 174(4) of the Code of Criminal Procedure, 1973; **(b)** The officer-in-charge of the nearest police station; **(c)** Chief Judicial Magistrate or Chief Metropolitan Magistrate, as the case may be, within whose local jurisdiction the death has occurred to hold an inquiry under section 176 of the Code of Criminal Procedure,1973. **Note-** Inquiry by Judicial Magistrate or Metropolitan Magistrate is mandatory in only those cases of custodial deaths where there is a reasonable suspicion of foul play or well founded allegation of commission of an offence.
Detailed report after inquest and postmortem	**613.** After the inquest and postmortem are over, a full report of all circumstances connected with the case shall be submitted, without delay, by the Superintendent to the Director General, National Human Rights Commission, State Human Rights Commission, District Magistrate, and the Deputy Inspector General of Range. No investigation by the police shall be made inside the jail except under the orders of the District Magistrate.

Interim relief in case of unnatural death	**614.** In case of unnatural death of prisoner Government may grant interim relief to the heir of the deceased.
Disposal of dead body	**615.** The body of any prisoner who dies in jail or is executed shall be made over to his friends or relatives, if claimed by them, unless there is any special reason to the contrary, e g., Where the prisoner has died of any infectious disease or, in the case of prisoner who has been executed, there are grounds of supposing that the convicts funeral will be made the occasion of public demonstration; in such case due notice shall be given to the District Magistrate.
Approved societies to be entrusted with burial or cremation	**616. (1)** The Superintendent shall maintain a list of charitable or religious societies approved by the District Magistrate who are prepared to take over unclaimed bodies of prisoners who die in a jail, for burial or cremation. **(2)** The dead bodies of prison inmate of any caste or creed, which are not claimed by their relatives or friends, may be handed over to a society on the approved list of the same faith as the deceased. The funeral shall be arranged on Government expenses and charged on appropriate budget head, if required.
Cremation and burial of unclaimed dead bodies and assistance to poor relative	**617.** The Jailor shall arrange for the creamation or burrial, as the case may be, with due rites and as far as possible by warders of their own faith, of the bodies of the prisoners which are not claimed by either their relatives or friends or made over to an approved society.
Corpses to be decently covered	**618.** The Jailor shall see that every corpse sent out of the prison for cremation or burial is decently covered.
Death of undertrial prisoner	**619.** For the special action to be taken by the Superintendent on the death of an undertrial prisoner reference may be made to rule 429.
Report in case of death of a woman prisoner leaving her child behind	**620.** Where a woman prisoner dies in prison and leaves a child behind, notice shall at once be sent to the District Magistrate of the district who shall make arrangements for further care of the child as may be deemed fit.
Death of foreign prisoner	**621.** In case of the death of a prisoner of foreign nationality, information shall be sent to his embassy and next of kin through the State Government. The disposal of the dead body shall be done as per the orders of the State Government.

CHAPTER- 27

VISITORS

Ex officio visitors	**622.** Director General of Medical and Health Services; Director of Madhyamik Shiksha Parishad; Director of Basic Siksha Parishad; and Director of Industries for the State are ex-officio visitor of all jails in the State. Commissioners of divisions, Sessions Judges and the District Magistrates are ex-officio visitors of the jails situated in their respective jurisdiction.
Visits	**623.** Sessions Judge and District Magistrate along with Superintendent of Police shall visit jails of their jurisdiction at least once in a quarter of the year.
Non-official visitors	**624.** The appointment of non-official visitors, other than ex-officio non-official visitors, shall be made by the State Government on the recommendations of the District Magistrate. **Note:** The State Government may appoint persons as non-official visitors of jails in place of or in addition to those recommended by the District Magistrate. **(a)** The names of all non-official visitor appointed by the State Government shall be notified in the Gazette and communicated to the Director General (prisons)and the Superintendent of the jail concerned.
Eligibility and ineligibility for appointment of non-official visitor	**625-** **(I)** All adult persons, who can write in their own hand writing shall be eligible for appointment of a non-official visitor, if he or she is not- **(a)** declared insolvent or of unsound mind or, **(b)** involved in such activities which endanger national security or, **(c)** against whom a criminal proceedings is pending in a court of law or has been convicted by a competent court or has a criminal background or, **(d)** a person who is or has been involved in trading with articles to jail , **(II)** A person shall be preferred for appointment as a non-official visitor if he or she is, - **(a)** a person having knowledge or expertise in areas such as prison reforms legal rights, counseling, social work, criminology, adult education, vocational training, child care, music and yoga. or **(b)** an entrepreneur or **(c)** an eminent academician; or, **(d)** ex-government officer who has retired from at least Grade-A post; or, **(e)** a medical practitioner registered with respective medical council; or, **(f)** a person of eminence in arts, science and literature; or, **(g)** a sports person not below the state level; or **(h)** a member of a registered non-governmental organization.
Number of non-official visitors	**626.** The number of non-official visitors shall not be more than 08 for Central Prisons, 06 for District Jails and 04 for Sub Jails.

Ex-officio non-official visitors	**627-** **(1)** All members of Lok Sabha elected from Uttar Pradesh shall during their term of such membership be ex officio non-official visitors of the district jails and central prisons situated within their constituencies. No travelling or daily allowance will, however, be admissible to them for visiting the jails. **(2)** All members of Rajya Sabha from Uttar Pradesh shall during their term of such membership be ex offcio non-official visitors of the district jail/central prison situated at the headquarters in the district in which they reside. No travelling or daily allowance will, however, be admissible to them for visiting the jails. **(3)** All members of the State Legislature, shall during their term of such membership, be ex-offcio non-official visitors of the District jail and central prisons situated at the headquarters or the district in which they reside. **(4)** All members of the Standing Committee of the State Legislature on jails, shall be ex officio non-offical visitors of all jails in the State. **(5)** During their term of such membership. No travelling or daily allowance will, however, be admissible to them for visiting the jails. **(6)** The Chairman and secretary of the Central Committee of an organization which has been recognized by the state government for reformation and rehabilitation of the prisoners shall beex ofificio visitors of all jails in the state. **(7)** The Mayors of Nagar Nigams and Chairpersons of nagar Spalikas and Zila Panchayat shall, during their term of such office, be ex-officio non-official visitors of the jails situated in their respective districts. **(8)** The Superintendent shall communicate to the Director General (Prisons) the names of all ex officio non-official visitors of his jail under this rule and also inform him from time to time of any changes in such names.
Roster of ex-officio non-official visitors	**628.** In case the number of the ex-officio non-official visitors of a jail becomes large, the District Magistrate shall place the names of such ex-officio visitors on a roster so that no more than three visitors shall be entitled to visit the jail for a period of two or three months at a time in accordance with the roster. Copy of such roster shall be sent to the Superintendent and the Director General (Prisons). **Note:** Nothing contained in this rule shall affect the provision of rule 630 (b).
Term of office and removal of non-official visitors	**629-** **(a)** The term of office of a non-official visitor, other than an ex officio non-official visitor, shall be two years. **(b)** The State Government may at any time without giving any reasons remove from the board of either a central prison or a district jail the name of any non-official visitor, whether ex officio or not. Any such removal shall be notified in the official Gazette and intimation there of shall be given to the Director General (Prisons) and the Superintendent of the jail concerned.

	(c) The State Government may also on the recommendation of the District Magistrate at any time direct that any non-official visitor whether ex officio or not, shall not visit the jail for any period, if it is satisfied that he is not using his visits for a bona fide purpose or is using them for the furtherance of an unlawful or undesirable object. **(d)** If it is found that a non-official visitor, is undergoing a sentence of imprisonment or who after the award of such sentence is on bail pending the disposal of his appeal, or against whom criminal proceedings are pending in a court of law, shall not be allowed to visit a jail as a non-official visitor and shall be immediately removed from the roll of non-official visitor. The District Magistrate shall intimate the names of such visitors to the Superintendent of the jail concerned and to the State Government for removal from the roll of non-official visitors.
Roster for monthly visits	**630.** **(a)** The district magistrate shall cause the names of non-official visitors of jails situated in their districts who are not debarred from visiting the jails under sub-paragraphs (b), (c)and (d) of the preceding rule, to be placed on a roster and shall invite such visitors to make monthly inspections of the jails of which they have been appointed visitors by turns in accordance with that roster. A visitor who is, for any reason, prevented from visiting the jail according to his turn in the roster may visit jails in another month provided that he informs the Superintendent beforehand of his intention to do so. **(b)** Non-official visitors of jails including ex- officio visitors may, in addition to any visit that they may make in accordance with the roster drawn up by the district magistrates concerned, also visit the jail on any day between the prescribed hours.
Duration of visits	**631.** A non-official visitor shall not visit the jail at time before 11 A.M. and after 3 P.M. It shall be ensured that his/her visit does not interfere with the unlocking-locking of the jail and in production of the prisoners to the Courts. The duration of such visits on any occasion shall not exceed 2:30 hours in case of central prison and 1:30 hours in case of a district jail.
Constitution of Board of Visitors	**632.** **(A)-**There shall be a board of visitors for the all District and Central Jails. The Board of Visitors shall comprise the following official members: (i) The District Judge, Chairman (ii) The District Magistrate, member (iii) Senior Police Superintendent /Police Superintendent, member (iv) The Chief Medical Officer, member (v) Judicial Magistrate nominated by District Judge, member secretary (vi)The Executive Engineer, PWD, member

	(vii) The District Education Officer dealing with literacy programmes, member (viii) District Social Welfare Officer, member (ix) District Employment Officer, member (x) District Agricultural Officer, member (xi) District Industrial Officer, member The Board shall make at least one visit per quarter. **(B)- The Board of Visitors shall also comprise the following Non-Official Members:-** **a.** Three Members of the Legislative Assembly of the state of which one should be a woman nominated by State Government **b.** A nominee of the State Human Rights Commission **c.** Two social workers of the District; one of them shall be a woman having an interest in the administration of prisons and welfare of prisoners nominated by District Magristrate. **(C)- The task of the Board of Visitors shallinclude:-** **(i)** monitoring the correctional work in Prisons, with special attention to the degree and quality of training and the effectiveness of infrastructure/facilities in the Prisons; **(ii)** suggesting new avenues leading to improvement in correctional work. **(iii)** going into individual or collective grievances of Prisoners and providing redressal in consultation with the Prison authorities **(D)- Procedure Of Meeting, Quorum And Minutesetc.** **I.** The District Judge shall be the Chairman of the Board of visitors.The Non-official visitors after their appointment must be sensitized and trained about their duties, roles and responsibilities. **II.** The Board of Visitors shall meet in the office of the Superintendent of Prisons at least once in every quarter. **III.** The minute of every meeting of the Board of Visitors shall be recorded in the Visitors' Minute Book, and the same shall be forwarded to the Director General of Prisons with comments of the Superintendent. A copy of the minutes shall also be dispatched to every member of the Board of Visitors. The Director General (Prisons) shall place a copy of the minute of the last meeting/meetings of the Board of Visitor of all the prisons before the State Advisory Board. **IV.** The roster shall be made in such a manner as will envisage at least one visit by a member in every month.

	V. Every non-official visitor is expected to interest himself in the upkeep of prisoners and visit the prison of which he is a visitor, once a month. **VI.** During visits, a Visitor (Member of the Board of Visitors) shall enjoy the right to converse secretly and separately with any prisoner who is willing to talk to the Visitor. However such separate interaction between a Visitor and a prisoner shall be held in a place within the prison well within sight of a prison officer. The Visitor, immediately after such conversation with a prisoner, shall inform the Chairman of the Board in writing about what transpired in the conversation with the prisoner. The Chairman, if he thinks it necessary, shall take up the matter with the Superintendent of Prison. **VII.** Any observations/comments made in the Visitors' Minute Book, by any member of the Board, shall be forthwith brought to the notice of the Director General of Prisons by the Superintendent, along with his own comments. The copy of the same shall also be sent to the Visitor concerned and the Chairman of the Board of Visitors. **VIII.** The Members of the Board of Visitors shall specially attend to the quality and quantity of Prison diet, condition of the kitchen and hospital, availability of medicines, hospital management, medical treatment of the prisoners, sanitary arrangements, availability of police escort for production in court and treatment of prisoners in hospital outside the jail, aspects of vocational trainings, literacy program, and library facility for the prisoners. **IX.** The Superintendent shall present before the visiting member/members of the Board of Visitors any paper /document pertaining to correctional work, recreation and trainings of prisoners, prison diets/ medicines, grievances of prisoners and follow redressal of such grievance, if it is sought by a visiting member of the Board. **X.** The Superintendent shall not be bound to present any Register/Document/paper pertaining to financial accounts before a member of the Board of Visitors without written approval of the Director General (Prisons). **XI.** The superintendent shall ensure that the prisoners lodging complaints with the visiting member/members of the board of visitors do not subsequently fall prey to vendetta of the accused or prison staff complained against. **XII.** Following any such visits by member/members of the Board of Visitors, the Superintendent shall inform the Director General of Prison regarding the details of the visit. **XIII.** For the purpose of a meeting of the Board of Visitors three official Visitor and chairman and two non-official visitors shall form a quorum. **XIV.** A Non-official Member of the Board of Visitors shall hold office for a period of two years from the date his appointment to the Board, and may be considered for reappointment.

	XV. The appointing authority may cancel the appointment of any non-official visitor for reasons to be recorded in writing. Removal of non-official visitors must not be arbitrary and should be based on a sound reasoning. In particular, any removal must be made after following principles of natural justice. **XVI.** A non-official member of the Board of Visitors shall receive allowances as may be sanctioned by the state government from time to time, for attending meetings of the Board
Duties Of Visitors	**633.** All Visitors, official and non-official, at every visit shall:- **a.** examine the cooked food; **b.** inspect the barracks, wards, work-sheds and other buildings of the prison generally; **c.** ascertain whether considerations of health, cleanliness and security are attended to, whether proper management and discipline is maintained in every respect and whether any prisoner is illegally detained, or is detained for undue length of time while awaiting trial; **d.** examine prison registers and records, except secret records and records pertaining to accounts; **e.** hear and attend to all representation and petitions made by or on behalf of the prisoners; **f.** direct, if deemed advisable, that any such representation or petition be forwarded to the Government; **g.** suggest new avenues for improvement in correctional work.
Timing of Visit	**634.** Visits shall not ordinarily be made after 4:30 PM or after pachasa.
Record of Inspection	**635.** A record of the result of each visit and inspection made shall be made in a register to be maintained by the Superintendent for this purpose.
Visitors to be accompanied by a jail officer and an escort	**636.** **(a)** The Superintendent shall arrange that every visitor of the jail shall be accompanied by a jail officer and by an escort which shall consist, of two warders. In addition to this arrangement, Ministers, Ministers of States, Deputy Ministers and Parliamentary Secretaries shall also be accompanied by their shadows who shall be allowed to enter jails with their arms. **(b)** The officer accompanying every visitor whether official or non-official, shall inform him before entering the cook-house that no portion of the prisoner's ration shall be touched, but that he can taste the food if he so desire.
Inspection and interrogation by visitors	**637.** All visitors official and non-official at visit may,- **(a)** examine the cooked food, **(b)** visit the barracks, wards, work sheds and other buildings, **(c)** ascertain whether considerations of health, cleanliness are attended to and maintained in every aspect, **(d)** call for prison registers and records except records pertaining to accounts and stores and those of confidential nature connected with

	the administration of any department of the jail. **(e)** talk to any prisoner in presence of a jail officer; such conversations shall not exceed twenty minutes during a visit.
Non official visitors not to visit prisoners on hunger strike or sick	**638.** Non official visitors may not visit prisoners on hunger strike or prisoners who are ill and are not allowed to be interviewed on medical grounds.
Escort to non official Lady visitor	**639**. A non official lady visitor shall be accompanied by a male officer not below the rank of deputy jailor.
Name of visitors to be displayed	**640-**The Superintendent shall have a list hung up at the jail gate on which the names of all official and non-official visitors shall be noted and no person other than those authorized to visit the jail shall be allowed to visit it.
Inspection notes by visitors	**641.** **(a)** official or non-official Jail visitors should write their remarks in the visitor's book, preferably at the time of their visit, but if this be not possible, they should send their remarks as soon as possible after their visit, to the Superintendent for entry in the visitor's book. **(b)** A visitor may record in the visitor's book any remarks or suggestions with regard to the internal arrangement of the jail or the state of discipline maintained therein. But when a visitor considers that the sanctioned system of the jail administration requires modification in any particular or has any suggestions to make on questions of policy, he shall refer his opinion separately to the Director General/Inspector General and shall not discuss the subject in the visitors' book. If during his visit a non-official visitor comes across any prisoner whose case he considers should be brought to the notice of the State Government, he may refer the case to the State Government, and if he finds that the case of any undertrial prisoner has been unduly delayed, he may, write to the District and Sessions Judge concerned drawing the latter's attention to the case. **(c)** Non-official or official visitor's shall not, without the previous sanction of the Superintendent, hold conversation with any undertrial who may happen to be their client or relation. **(d)** There shall be only one visitor's book for the use of official and non-official visitors. The book shall on no account be removed from the jail premises. **(e)** Remarks by visitors shall be treated as confidential and shall not be communicated to the prisoners or to anyone outside the jail. Visitors shall not give publicity to any remarks entered by them in the visitor's book by publication in the press or otherwise.
Action on remarks of visitors.	**642.** **(a)** The Superintendent shall at once forward a copy of the inspection notes recorded by visitors in the visitor's book to the Director General, with such remarks or explanations as he may consider necessary. The Superintendent shall record his comments on any

	points raised by the visitor in the visitors' book and shall note the action, if any, taken by him thereon and send it to the Director General (Prisons). **(b)** The Director General (Prisons) shall on receipt of a copy of the inspection note pass such orders as he may consider necessary and communicate them to the Superintendent of the jail, who shall cause them to be copied into the visitors' book for the information of the visitors. When the Director General considers that any matter mentioned in an inspection note should be brought to the notice of the State Government, he shall forward a copy of the inspection note together with his order or comments to Government.
Permission to enter jail for recording statements of prisoners.	**643.** The Superintendent shall permit judicial and magisterial authorities and also any person provided with a written order from the High Court, District magistrate, or the Sessions Judge, to enter the jail for the purpose of recording the statement of any prisoner.
Visits by authorized persons	**644.** **(a)** A person other than an official or a non-official visitor may visit a jail if he has obtained the written permission of the State Government or the Director General, (Prisons) the District magistrate or the Superintendent. Visits by such persons may be made on any day between 11 A.M. to 3 P.M. except on jail holidays and Sundays. The restriction however, is not intended to prohibit the Superintendent from admitting persons whom he may wish to show the jail at any other time. **Note:** A member of Lok Sabha, Rajya Sabha or the State Legislature may also be permitted to visit any jail of which he is not an ex-officio visitor under the provisions of this paragraph. **(b)** A person other than an official or a non-official visitor shall not, in the absence of special orders to the contrary, be permitted to put any questions to prisoners or to make any inquiries either from officials or from prisoners concerning the discipline and management of the jail.
Supply of a copy of instructions to all non-official visitors	**645.** A copy of instructions and suggestions for the guidance of non-official visitors to Jail shall be supplied by the Superintendent to each non-official visitor of his jail on his first visit to the jail.

CHAPTER- 28

COMMUNICATION, INTERVIEWS AND LETTERS

Mode of communication by the prisoner	**646.** The mode of communication and interviews by the prisoners and its frequency shall be determined by the Director General/Inspector General (Prisons) under control and orders of the State Government.
Ordinary letters and interviews	**647-** **(1)** Every convict shall be allowed to write one letter and to have one interview with his relatives or friends fortnightly during his term of imprisonment. **(2)** Every convict shall be allowed to receive all letters addressed to him by his relatives and friends. This concession shall, however, be allowed at the discretion of the Superintendent. **(3)** On admission, every sensitive and high risk prisoner shall be asked to submit a list of persons who are likely to interview him and the interview shall be restricted to such family members, relatives and friends. **Note-** **(1)** A letter merely arranging an interview shall not be counted as a letter for the purposes of this rule. **(2)** A convict may, with the permission of the Superintendent substitute writing a letter for an interview, or vice versa.
Communication with relatives lodged inside jail	**648–** **(1)** Blood relation and spouse of prisoner lodged in the same prison shall be allowed to interview with each other, once a week during his or her term of imprisonment. Day and time for this purpose shall be determined by the Superintendent. **(2)** If the blood relation or spouse of a prisoner is lodged in any other prison of the state, communication between them may be permitted with the use of telephone or other electronic mode of communication. Such communications shall take place with the written consultation of the officer in-charge of the concerned jail regarding special circumstances prevailing in the matter.
Facilities to new convicts	**649.** Every newly convicted prisoner shall be allowed reasonable facilities for seeing or communicating with his relatives, friends and legal advisers, with a view to the preparation of an appeal or revision or to the procuring of bail. He shall also be allowed to have interviews with, or write letters to his friends once or twice or more often if the Superintendent considers it necessary, to enable him to arrange for the management of his property or other family affairs. **Note-** The Superintendent may allow a legal adviser to have an interview with a convict even though the latter be on hunger strike. The provisions of rule 433 shall be followed in such cases.

Facilities to convicts imprisoned in default of payment of fine or furnishing security	**650.** Every convict committed to prison in default of the payment of fine or on failure to furnish security under Chapter VIII of the Code of Criminal Procedure, 1973 shall be allowed to communicate by letters and to have interviews at any reasonable time with his relations or friends for the purpose of arranging for the payment of the fine or the furnishing of security.
Letters on transfer from one jail to another	**651.** Every prisoner shall, on transfer from one jail to another be allowed to write special letters to his friends or relatives intimating the change of address. If the prisoner is for any reason unable to inform his friends or relatives before his transfer from a jail, he shall be permitted to do so after his arrival in the other jail.
Interviews and letters for condemned convicts	**652.** Every condemned convict shall be allowed to interview and communicate with his relatives, friends and legal advisers as the Superintendent may think reasonable.
Extra interviews and letters	**653-** **(1)** The Superintendent may, at his discretion, grant interviews or allow the dispatch or receipt of letters at shorter intervals than provided in rule 647, or in spite of misconduct on the part of the prisoner, if he considers that special or urgent grounds exist for such concession, as for example, in the event of the prisoner being seriously ill, or on the occurrence of the death of a near relative, or if the friends or relatives have come from a distance to see the prisoner and it would inflict an undue hardship on them to refuse an interview, or if the convict is nearing release and wishes to secure employment, or for other sufficient cause. Matters of importance, such as the death of relatives, may also be communicated at any time by the friends of a prisoner to the Superintendent who will, if he thinks it expedient, inform the prisoner of the substance of the communication. In the cases of prisoners laboring under dangerous illness and in case of extreme urgency the friends or relatives should be intimated by means as the Superintendent may direct. **(2)** A prisoner may write an application addressed to the State Government through the District Magistrate for admission to the superior class. Such application should, as far as possible contain all the necessary particulars regarding his social status, education, etc., as required by the rules.
Permission to sign documents	**654.** Every prisoner may at the discretion of the Superintendent be permitted to sign and attest a power of attorney or other statements, conveyances concerning his properties.

Representations to Government or Government officers	**655. (1)** Prisoners may be permitted to address communications to the State Government, the Director General/Inspector General (Prisons) or any other Government Officer of the State in his official capacity with a view to the redressing of a grievance. But such communications should be to the point and not contain any offensive or irrelevant matter, e.g., a discourse on politics. Communications from one prisoner on behalf of another or joint memorials or petitions are not permitted. In forwarding all such communication to the authority concerned the usual channel of correspondence must be followed. **(2)** If a prisoner submits a petition or a letter addressed to a person or authority not covered by the foregoing provisions, the Superintendent shall forward it to the Director General/Inspector General of Prisons who may, in his discretion, withhold it and inform the prisoner of having done so together with reasons therefor or forward it to Government for their orders
Interviews with prisoners of foreign nationality	**656**. Details of any foreign prisoner admitted in the prison shall be communicated to the Director General (Prisons), Deputy Inspector General, Prisons of the Range and the District Magistrate immediately. In case, the foreign prisoner wants to communicate with the embassy, the communication shall be sent to embassy through appropriate authority. Whenever representative of any foreign mission or Embassy approches the State/Jail authority for consular access to any prisoner or detainee, such access shall be granted only on receipt of permission letter issued by the relevant division of the Ministry of External Affairs who are authorised to issue such permission. **Note:** The right to interview a foreign national in prison does not mean a private interview and does not include the right to inspect the enclosure of the prisoner/detente. This is also subject to general regulations regarding interviews in prisons.
Letters by the members of Legislature.	**657.** All communications addressed by a convicted or an undertrial prisoner (including one imprisoned for failure to furnish security) who is a Member of the State Legislature or of Parliament, to the Speaker or Chairman of the House of which he is a member, or to the Chairman of a Committee, (including a Committee of Privileges) of such House, or of a Joint Committee of both Houses of the State Legislature or of Parliament, as the case may be, shall be immediately forwarded by the Superintendent of the jail to the Government so as to be dealt with by them in accordance with the rights and privileges of the prisoner as Member of the House to which he belongs.
Censorship of letters	**658. (1)** No letter shall be delivered to or sent by a prisoner until it has been examined by the Superintendent or by the Jailor or some other officer authorized by the Superintendent in this behalf, but no unnecessary delay shall be allowed to occur in its delivery or dispatch. If a letter is written in a language unknown to the Superintendent or the officer examining the letter, he shall take steps to procure its translation before forwarding it. No letters written in cipher shall be allowed to be

	sent or received. The Superintendent may withhold any letter which seems to him to be in any way improper or objectionable, or may erase any improper or objectionable passages therein. The subject-matter of letters shall be limited to private and domestic matters and those concerning cases in which prisoner is detained and shall not extend to politics. Suspicious looking letters may be exposed to heat or treated in any other suitable manner as a safeguard against any unauthorized messages written in invisible ink being smuggled in or out of jail. **(2)** The letters of prisoners alleged to have relations with a terrorist organization or alleged to be involved in anti-national or subversive activities shall be forwarded to the intelligence department for scrutiny. A copy of such letters shall be kept for record.
Letters to a prisoner not entitled to receive them	**659.** If a letter is addressed to a prisoner who is not entitled under the rules to receive it, it may, unless the Superintendent decides to deliver it to the prisoner under rule 653 be withheld and kept in the Superintendent's custody until the prisoner is entitled to receive it or is released when it shall, unless it is improper or objectionable, be delivered to him. The Superintendent may if he thinks fit, also return such letter to the sender with intimation that the prisoner is not entitled to receive it.
Retention of letters by prisoners	**660.** A prisoner may, unless the Superintendent otherwise directs, retain any letters which may have been delivered to him.
Writing material for letters	**661. (1)** Writing materials, including service post cards, shall be supplied in reasonable quantities to the prisoner permitted to write a letter. Postage stamps shall be provided at Government expense for the dispatch of prisoners' letters. **(2)** Every letter sent or received by a prisoner shall be entered in jail register no 81.All petitions, vakalatnamas and notice etc. sent or received by prisoners shall also be entered in this register. **(3)** Every interview shall be recorded in a prescribed register and the entries shall be initialed by the Jailor. **(4)** Interview and letters etc shall also be entered on the prisoner's interview ticket or history ticket under the initials of the Jailor.
Petition for interviews	**662.** Petitions for interviews with prisoners shall be oral or in writing or making a request online. If the prisoner is not entitled to an interview, the petitioner shall be informed at once.
Identification of visitor to be established before interview	**663.** Visitors shall be allowed to meet the prisoners only upon producing identification to the satisfaction of the Jailor. Visitors may be photographed or videographed. The visitors shall be allowed for interview only when they have a computerised photograph pass.
Petition writers	**664.**The Superintendent may authorize petition-writers to be in attendance outside the main gate at the computer point designated for generating and writing petitions. He may also prescribe the form in which petitions for interviews should be written. The charges or fee for writing such petition shall be fixed by the Director General (Prisons).

Terms and conditions for appointment as petition writers	**665.(1)** The Superintendent shall engage petition writers on licence periodically in proportion of one petition writer ordinarily for 500 prisoners or its fraction. **(2)** Petition writer shall have the ability to read and write petition in Hindi or Urdu or English language. **(3)** He must have basic knowledge of computer operation on the e-Prisons system. **(4)** A non-refundable fee for such license shall be fixed by the Director General. **(5)** License of petition writer may be cancelled at any time by giving prior notice assigning reasons. **(6)** No jail officer or his relatives shall be allowed to engage in petition writing therefor.
Procedure for receipt of Petitions	**666.** The petitions shall be received at the jail gate by the gatekeeper at the time decided by the Superintendent. The gatekeeper shall enter in the gate book the number of petitions so received and provide them to the officer in-charge for interviews without unnecessary delay, who shall after scrutiny of such petitions, put them before the Jailor for sanction.
Termination of an interview	**667. (1)** At the interview, conversations shall be limited to private and domestic matters. An interview may be terminated at any moment by the jail officer present if the conversation is related to crime or other such scheming and the Superintendent shall be informed so. **(2)** Every person seeking an interview with a prisoner shall be required to give an undertaking not to communicate to the press or mass media anything relating to the interview. It should be explained to the interviewers that a breach of such undertaking whould be regarded as a sufficient ground for debarring them from further interviews with the prisoner. **(3)** The Director General or the Superintendent is authorized to prohibit any person from having any further interview with any prisoner if there is a reason to believe that such person has issued any publication as a result of an interview or visit of prison. All visitors shall be warned of this order before an interview.
Prohibition of photography and videography	**668.** No person visiting the jail shall be allowed to carry any photographic or video graphic equipment including mobile phone or make use thereof inside the jail without the written permission of the Director General (Prisons) or the Superintendent.
Days and hours for interviews	**669.** Except on Sundays and jail holidays enumerated in rule 837 of the Jail Manual, interviews shall be held daily. The time and manner of interviews may be fixed by the Superintendent taking into consideration the number of inmates, space available for interview, climate, discipline and security of the jail,

	convenience of the interviewers and the jail staff. The time so fixed by the Superintendent shall be treated as the usual time of interviews for that jail and shall be notified in Hindi and Urdu at the jail gate. The Superintendent may, at his discretion, grant special permission in deserving cases for interviews even on holidays.
Place of interviews	**670. (1)** Every interview shall take place in a special part of the jail/room set apart for the purpose. Interview room may normally have such space as to equip it with a suitable partition, intercom, surveillance facilities, as per the guidelines issued from time to time. **(2)** The Superintendent of Prisons may allow well-behaved prisoners to have face-to-face interviews after giving due consideration to security and other related aspects. **(3)** If a prisoner is seriously ill, the Superintendent may permit the interview to take place in the hospital. **(4)** A condemned convict shall ordinarily be interviewed in his cell; **(5)** The Superintendent may, for special reasons to be recorded, permit an interview to take place in any part of the jail.
Number of persons at an interview	**671.** Not more than three adults shall be allowed to interview a prisoner at one interview. The Superintendent may, at his discretion, grant special permission to more than three adults for interview.
Supervision of interviews	**672. (1)** Except in case of interviews with legal advisors every interview with a prisoner shall take place in the presence of a jail officer, who shall see that no irregularity occurs, and shall so place himself as to be able to see and hear what passes and to prevent any article being passed between the parties. The conversation shall be limited to private and domestic matters and shall not extend to politics. **(2)** Interviews of sensitive and high risk prisoners, as classified by the Superintendent or local police, shall take place in the presence of a Local Intelligence Unit official. Interviews of prisoners detained under special Acts shall take place in accordance with provisions contained in that Act or notification itself or under the directions of the State Government.
Deposit of articles or cash at interviews	**673.** Should the friends or relations interviewing a prisoner wish to make over any articles or cash for the use of prisoner either in jail or on release, they shall deposit them at the main gate, with the permission of the officer supervising the interviews under intimation to the Superintendent The prisoner shall be permitted, while in jail, to use only such articles as he is allowed to have under the rules. The introduction of any article or cash into the jail, except in accordance with this rule or with the written sanction of the Superintendent is prohibited and declared to be an offence under section 42 of Prison's Act 1894. (Act no. 9of 1894)

Search before and after an interview	**674. (1)** Every interviewer shall be searched with dignity before the commencement of the interview at a proper place by a jail officer nominated by the Superintendent. Female interviewers shall be searched with dignity by a female member of staff in a place out of sight of male persons. **(2)** Every prisoner shall be carefully searched before and after an interview by a head warder or warder specially deputed for this purpose. The search shall not be conducted in the presence or within sight of the interviewers.
Time allowed for interview	**675.** The time allowed for an interview shall, ordinarily, be thirty minutes, but when the total number of interviewers exceeds two hundred, the time allowed shall be twenty minutes only. An interview may be terminated at any moment, if the officer supervising the interview considers that sufficient cause exists. In every such case, the reason for terminating the interview shall be reported at once for the orders of the senior officer present at the jail.
Telephonic and electronic communication	**676.** The Superintendent of Prisons may allow a prisoner, the use of telephones or electronic modes of communication on payment, to contact his family and lawyers, from time to time and in case of exigencies such as illness or death of any relative or friend in accordance with the State policy. The prisoner can use this facility under the supervision of a prison officer deputed by the Superintendent. While permitting a prisoner the use of such facilities, the Superintendent shall ensure that such permission is not given to prisoners who have a record of unruly behaviour and bad conduct.
Refusal of interview	**677. (1)** The Superintendent may refuse to allow an interview to which a prisoner would ordinarily be entitled under these rules, if in his opinion it is against the public interest to allow any particular person to interview the prisoner or for some other sufficient cause. In every such case he shall record in his order book the reason for such refusal. **(2)** The Superintendent may, in his discretion, disallow ex-convicts from interviewing any prisoner, unless they are related to them. **(3)** The Superintendent shall not allow the interview if the prisoner does not give consent for the same.
Abuse of privilege	**678.** Any prisoner who abuses any privilege relating to interviews or letters or communications with persons outside the jail, shall be liable to be excluded from such privileges for such time and may be subjected to such further restrictions, as the Superintendent may direct.

CHAPTER- 29

REFORMATIVE INFLUENCES

	A-RELIGIOUS AND MORAL
Prison Welfare Officer to be designated for every prison	**679.** An officer of the rank of Deputy Jailor shall be designated as Prison Welfare Officer in every prison who, along with the Superintendent and the Jailor, shall be responsible for ensuring smooth and orderly implementation of welfare, after-care and rehabilitation programmes designed by the Director General, for prisoners in each prison.
Non-Government Organisations to be involved in implementation of welfare programmes	**680. (1)** The Superintendent shall involve Non-Government Organisations (NGOs) in the implementation of welfare programmes for prisoners. Only those NGOs or corporate, educational bodies, professional bodies, welfare agencies which have a proven track record, and are known for their dedication and selfless service, shall be associated with prisoners' programmes. No member of such agency, having a criminal record, shall be associated with a prison.. For this purpose, an undertaking may be obtained from them and their antecedents be verified through the police. **(2)** There shall be a committee headed by District Magistrate to select NGOs for implementation of reform and welfare program in jails. Chief Development Officer, District Probation Officer and one eminent citizen of the district nominated by the District Magistrate shall be members of the said committee. Superintendent shall be the Member Secretary.
Religious scruples and cast prejudices	**681.** Reasonable respect shall be paid to the religious scruples of the prisoners in all matters as far as it is compatible with the order, discipline, health and morality.
Prayers and congregations	**682.** Every prisoner shall be allowed to say prayers or perform his devotions in a quiet and orderly manners.
Rosaries	**683.** Prisoners professing a religion, the adherents of which are accustomed to the use of a rosary as an aid to devotional exercises, shall be allowed to wear their own rosaries. If the relatives of the prisoners do not provide for the renewal of rosaries, they may be renewed at the expense of the State Government.
Sikhs	**684.** Sikhs shall be allowed to retain the symbols of their religion, except the kirpan (dagger) and shall be allowed to wear a safa of a short length instead of a cap and also the kara, the kesh, the kanghi and the kachcha.
Janeu	**685.** Hindus shall be allowed to retain the janeu or the sacred thread. The renewal of janeu may be made at the expense of the State Government.
Priests of religion	**686**. No priest of religion shall be allowed to have access to any prisoner who does not belong to his own denomination unless the prisoner voluntarily makes a written request to see such priest or minister.

Fasts	**687. (1)** Hindus shall be permitted to keep fasts if they so desire on the following days : Shiv Ratri, Ram Navami, Anant Chaturdashi, Deothan Ekadashi, Janmashtami, Navaratra and Bhim Ekadashi. **(2)** Muslim prisoners shall be permitted to fast if they choose to do so during the month of Ramzan. **(3)** Female prisoners shall be permitted to keep fast (Vrat) if they so desire on the following occasions: Karva Chauth, Chhath pooja , Hartalika Teej, Ganesh Chaturthi, Dala Chhath, Jyutia (Jeevit putrika) or any other religious occasion with the permission of the Superintendent. **(4)** Any prisoner may be permitted to keep fasts on any other religious occasion with the prior permission of the Superintendent.
Facilities for prayers during fast	**688.** Prisoners of all classes shall be afforded all reasonable facilities to attend to their religious duties and prayers during a fast and to observe important religious festivals with the permission of the Superintendent in a manner compatible with prison routine and discipline. They may be put on light labour if the fast is of a long duration, e.g. Ramzan or Navaratra.
Religious and moral lectures	**689-** **(1)** The District Magistrate may permit honorary teachers to deliver lectures in religious and moral subjects of general utility to the prisoners. The teaching shall ordinarily be limited to an hour once a week, the day and the hour being fixed by the Superintendent. Generally, Sundays or other jail holidays should be preferred for such teachings. A senior officer of the jail shall be present at the teaching and shall see that there is nothing in the teachings that may be regarded as objectionable. If he considers it objectionable he shall inform the Superintendent at once. **(2)** The selection of suitable teachers is of the utmost importance. It is essential that the teacher should be a man educationally and temperamentally qualified to lecture on religious, moral and similar subjects in a manner which is likely to be helpful to the prisoners and that his record should be such that he may be relied on to avoid all controversial or objectionable subjects and to confine himself to matters calculated to have a reformatory influence on the prisoners and generally not to abuse the privilege. All politics should be scrupulously avoided. If necessary, the District Magistrate or the Superintendent may obtain an undertaking from the teacher that he shall confine his discourses to the prisoners to the extent teaching of subjects approved by the District Magistrate in a purely non-contentious and unobjectionable manner and shall comply with all orders given to him by the District Magistrate or the Superintendent in regard to such teachings.

	(3) Anything of a controversial nature or which has a tendency to excite or may be regarded as an attempt to proselytise shall be strictly avoided by the teachers. Apart from strictly religious and moral subjects the teaching may include lectures on such subjects as agriculture, first-aid, sanitation, hygiene and the like. **(4)** The teachers shall not be entitled to any remuneration. **(5)** The Superintendent shall keep a record of the names of the teachers allowed to teach prisoners and the dates and subjects of the teaching given by them.
Lectures on public health	**690.** **(1)** Lectures on public health with the aid of audio-visual apparatus will usually be arranged by the Public Health Department or any other concerned government department, NGOs, registered medical practioner or medical institutes and the Superintendent shall afford officers of that department all reasonable facilities for giving such lectures to the prisoners. The rules contained in the preceding paragraph shall apply generally to such lectures also. **(2)** The expenses connected with the transport of apparatus and other arrangements for such demonstrations may be paid by the jail department.
Prayers	**691.** Prisoners may be required to recite the prarthana or prayer songs after unlocking in the morning and before locking up in the evening in the yards of their respective barracks. Prayers songs shall be selected for this purpose by the Superintendent and shall be such as are unobjectionable in every way. No songs other than those selected by the Superintendent are to be sung by any prisoner on any pretext whatsoever.
Religious books	**692.** Every prisoner may be permitted to retain permanently in his possession not more than two religious books of his own.
Educational programmes for prisoners	**693. (1)** The Director General, (Prisons) shall ensure that educational programmes are developed for the prisoners so as to facilitate process of their socialization and rehabilitation. The State departments, Non Government Organizations (NGOs), academic persons, corporate houses, businessmen or any other accredited agency may be involved in such programmes which shall consist of physical and health education, academic education, social education, vocational education and cultural activities for the prisoners. As far as practicable, the education programme of the prisoners shall be integrated with the educational system of the state so that after their release the prisoners may continue their education without any difficulty. The education teacher posted in jail shall be responsible for implementation of such programmes. **(2)** Educational programmes to be organised at different levels- **(a)** Every convict male or female, sentenced to three months imprisonment or more who is under the age of 50 years shall be liable to undergo instructions in reading, writing and arithmetic up to the lower primary standard, unless he or she has been

	declared by the Medical Officer to be mentally or physically unfit to receive such instructions. Instructions may also be given to undertrial prisoners and prisoners sentenced to imprisonment for less than three months if they so desire. **(b)** The educational programmes shall be organised at the following different levels:- **(i)** for the beginners and illiterate inmates, **(ii)** for prisoners who are primary pass but below junior high school level, **(iii)** for prisoners who are junior high school pass but below high school level; **(iv)** for prisoners who have passed high school, **(v)** for prisoners who have passed intermediate and want to pursue graduation or other diploma courses. **(c)** The Director General shall decide centres for examinations for different educational programmes. Prisoners appearing in such examinations shall be transferred to the centres with the permission of the Director General. An intimation shall be sent to the concerned court in case of undertrial prisoners.
Documentation of educational status of prisoners	**694.**The status of education of every prisoner shall be ascertained on admission and recorded in the admission register and on his or her history ticket. In the case of literate convicts, the language they can read and write and the extent of their knowledge and examinations passed, if any, shall be recorded in detail.
Convict teachers	**695.** Convicts who have passed the intermediate examination or have studied up to that standard and are well-conducted may be appointed by the Superintendent as convict teachers. They shall work under the guidance of a superior jail officer or an education teacher, if one is appointed.
Convict teacher's duties	**696**. Every convict teacher shall be allotted a batch of 10 to 15 prisoners and shall give instructions to such batch of prisoners in accordance with the syllabus.
Record of the Prisoner	**697**. Progress in education shall be maintained in prisoners history ticket which has to be send with him when the prisoner is transferred to another jail, as well as the progress has to be maintained in the release certificate during his release.
Libraries	**698. (1)** There shall be at least one library in jail for the use of all classes of prisoners. A well conducted literate convict may be appointed librarian who shall maintain a catalogue of books and a register showing their issue and return under the direct supervision of a superior officer. The mutilated and torn books shall be presented before the Deputy Inspector General of the Range for condemnation of such books which he deem fit and proper. **(2)** Literate convicts may be allowed to have not more than two books at a time from the jail library. **(3)** A maximum period of retention of books issued by the library to the prisoners shall not be more than two weeks.

Verification of stock of books	**699.**The stock of books shall be verified by the Jailor once in a quarter and the result shall be noted by him in his report book. The Superintendent of Prison shall verify the same at least twice in a year.
Newspapers, Periodicals and study material to prisoners	**700. (1)** Ordinary class literate prisoners shall be supplied with daily and weekly newspapers in Hindi, Urdu or English which are not on the prohibited list. Two daily newspapers, preferably - at least one in Hindi and one in Urdu, or in English as per requirement, shall be issued for every 100 prisoners or its fraction thereof in a Circle or Jail, as the case may be. These papers shall be censored before supply to prisoners. **(2)** Newspapers, etc. supplied to superior class Convicts at Government expense may be made over to other convicts when the convicts to whom they are supplied have finished with them. **(3)** Newspapers and magazines may be deposited for the use of prisoners by any public institution or society provided that are not on the prohibited list. **(4)** Copy books, pencils, pens, ink and any other study material may be supplied to prisoners undergoing educational programmes. However, such articles may be procured from outside sources also. Such copy books shall be initialed by jail officer nominated by the Superintendent and their pages shall be numbered before issuing them to prisoners. **Note.-** Supply from outside sources means supply by friends relations or any institution or society, but shall not include deposit of money by them or by prisoners for purchase by the jail authorities.
PHYSICAL EXERCISES, GAMES etc.	**701. (1)** Subject to such instructions as may be issued by the Director General in this behalf, the Superintendent shall provide facilities for physical exercises, cheap games like volleyball, tug of war etc. and healthy recreations for the moral and cultural benefits of prisoners preferably on Sundays, jail-holidays and in the evenings on working days in a manner which may not disturb the routine prescribed for jails. **(2)** Instruction in physical exercises, scouting and games shall be provided for convicted young adults. **(3)** Programmes for meditation, yoga etc. may also be arranged for by the Superintendent as a healthy exercise for moral benefits.
AMENITIES	**702. (1)** Ordinary class prisoners may receive from the relatives, the following articles in reasonable quantities of a sum, for a month, to be fixed by the Director General to supplement amenities of life in jail: cigarettes, biris, chewing tobacco and snuff (limited to ten packet of cigarettes, six bundles of biris, and 50 gm. tobacco.) per week; Gur, soap, tooth powder or paste, tooth brush, newspapers and periodicals provided they are not on the prohibited list; cheap musical instruments (such as flute or mouthorgan) talcum powder, boot polish, bags, articles of indoor games, sugar, pickles, honey, ghee, packed bakery items, dry and fresh fruits etc.

	NOTE- If the Superintendent has any doubt whether any particular book is prescribed or not, he shall refer the matter to the District Magistrate. The covers and the binding, etc, of the books and periodicals received from outside be carefully examined to see that they do not contain any prohibited articles. **(2)** An ordinary class prisoner may, with the previous sanction of the Superintendent receive from friends, relatives and any other legitimate source a reasonable amount of money as the Superintendent may fix in any calendar month. Such money shall be deposited in the prisoner's account and may be spent on the purchase of articles mentioned in paragraph 705 or any such article as allowed from the prisoners' welfare canteen. **(3)** Prisoners under the age of 21 years detained in any jail shall not be allowed to purchase or use biris, cigarettes, chewing tobacco and snuff.
Prisoner's welfare canteen and welfare fund	**703.** There shall be a prisoners' welfare canteen and prisoners' welfare fund in every jail. The rules for functioning of such canteen and fund are contained in Appendix-C.
Prisoner's Panchayat	**704.** Every prison shall have a prisoners' panchayat, consisting of carefully selected inmates. The selected prisoners shall be of good conduct and having potential and ability to organise events and activities. The working of the panchayat shall be continuously monitored by the prison administration. The Superintendent and Jailor, as far as possible, shall personally participate in the panchayat meetings. The panchayat shall plan and execute regular recreational and correctional programmes for inmates, under the supervision of senior officials, so that the prisoners get a sense of participation. The panchayat shall also be used for giving the prisoners an opportunity to express their problems and seek redressal thereof. Rules for such panchayat are given in Appendix-XVII.
Barber shop and Laundry	**705.** A barber's shop and a laundry may be established in prison, as per requirement and other conditions, as decided by the Superintendent.
Audio-visual aids	**706.** Audio-visual aids shall be made available in sufficient numbers as determined by the Superintendent for educational and recreational purposes. Such equipment shall run on timings as fixed by the Superintendent. Programmes to be viewed on such equipment shall be censored by the jail officer concerned.
Interactive prisoner information kiosk	**707**. An interactive Prisoner Information Kiosk featuring a computer terminal may be established in such numbers in the prison as decided by the Director General to enable prisoners to enter their unique number and access information like remission, incentives earned etc. and any such information which the Director General may consider necessary.

CHAPTER- 30

Discipline and Night Watch

Prisoners to obey all lawful orders	**708.** Every prisoner shall obey every lawful order issued to him by an officer of the jail or convict officer. **Note-** For a list of jail offences, please refer to chapter 32.
Hunger Strikes	**709**. Prisoners who go on hunger strike shall be warned that no request for the redressal of any of their alleged grievances shall be considered so long as the strike continues, that a hunger strike is a major jail offence, that a mass hunger strike amounts to mutiny and that hunger strikers are liable to be punished either departmentally or by prosecution under section 52 of the Prisons Act, 1894(Act IX of 1894), under which they may be sentenced to imprisonment which may extend to one year. A hunger striker should not ordinarily be prosecuted under Prisons Act, without the previous sanction of the Inspector-General.
Action on the occurrence of a hunger strike	**710-** **(a)** When one or more prisoners go on hunger strike they shall be immediately isolated from other prisoners and also, as far as possible, from one another. All cases of hunger strike shall be reported immediately to the District Magistrate, Deputy Inspector General of Prisons, the Inspector-General and the court concerned. The Inspector-General shall report the matter to the State Government together with reasons for the hunger strike and a report as to the action, if any, taken by the Superintendent. A report shall also be furnished to the Director General, (prisons) District Magistrate, Deputy Inspector General of Prisons, and the State Government when the strike terminates, as also when the health of the prisoner on hunger strike is adversely affected. **(b)** After warning, if any other punishment appears unlikely to deter the prisoner on hunger strike, he may be prosecuted under Section 52 of the Act. When prosecution is instituted under section 52 of the Act, the proceedings, as far as possible, should be held within the prison itself and shall be started and completed at the earliest. **(c)** The usual concession in the matter of interviews and letters of such prisoners shall be restricted to members of the legal profession only. **(d)** If a prisoner's health is deteriorated by his continuous refusal to take food, suggestions given by Medical Officer shall be given effect to. **(e)** The Medical Officer shall furnish daily reports to the Superintendent on the health of the prisoner who is on hunger strike. The Superintendent shall forward it to the State Government through the Inspector- General. The Superintendent shall also send a report on health of the prisoner to the District Magistrate, Deputy Inspector-General of Prisons and the Court concerned.

Precautions against assaults	**711**. The following directions are laid down as a precaution against assaults by prisoners on officers or visitors:- **(1)** When any official or non-official visitor passes the prisoners, the prisoners shall, if they are standing, stand in their places at attention. The warder in charge shall see that the prisoners have nothing with them which may enable them to commit an assult. **(2)** Knives or kattans and other instruments are sometimes used by prisoners as weapons of assault. It is, therefore, necessary to carry out the searches of prisoners with the greatest thoroughness. The number of knives or kattans and other instruments used in workshops or elsewhere should be reduced to the lowest limit necessary for the work in hand and a careful record of such authorized implements shall be maintained and numbers checked from the tool list every morning, noon and evening. **(3)** A mallet can also be used as a weapon for assault and all mallets in use by prisoners shall be fastened with an iron chain fixed to a peg to prevent their being removed and used as a weapon for assault. The chain used should be light but strong.
Razors	**712**-. All razors (ustaras) in use shall be fastened to the barber's wrist by a leather strap and razors not in use shall be kept carefully out of prisoner's reach.
Precautions in case of temporary insecurity in a Jail	**713.** If from any cause a jail at any time becomes temporarily insecure, the Superintendent shall intimate the fact to the District Magistrate and the Superintendent of Police along with Inspector-General and Deputy Inspector-General of Prisons. The Superintendent of Police shall supply police force of the requisite strength to provide for the safety of the prisoners and the prison, until the cause of insecurity has been removed.
Every prisoner to be in the charge of a jail officer	**714.** The Jailor shall see that every prisoner in jail shall both by day and by night be in the charge of a jail officer. A record of the name of every prisoner with parentage and admission number shall be kept in the gang-book for the day and in barrack-list for the night. The gang-books and the barrack-lists shall be so maintained and the relief of jail officers so carried out and recorded that the responsibility for an escape or other incident resulting from the negligence of the jail staff can be fixed definitely and beyond all doubts.
Vigilance over prisoners to prevent escapes	**715-** **(a)** The officers in immediate charge of prisoners shall carefully watch the prisoners in their charge in all their movements and employments and use the utmost alertness and vigilance in order to prevent escapes. **(b)** Prisoners shall not ordinarily be employed near high standing crops or thickets or bushes or places which afford facilities for hiding or escape. No thickets or bushes shall be

	allowed to grow in or near the vicinity of jail or the place where prisoners usually work. When any prisoners are employed to remove thickets or bushes a warder of the extramural guard armed with rifle and ammunition shall be detailed for duty at the spot.
Unlocking and locking up of jails	**716.** The Jailor shall supervise the unlocking and the locking up of prisoners in their charge and shall cause to maintain a list of convict officers for duty inside each barrack. The Jailor shall be assisted at the unlocking and the locking up by the Deputy Jailors, or other officers detailed for this duty,who shall maintain the barrack lists and call out the names of prisoners at the locking up.
Allocation of duties at unlocking and locking up	**717.** The Superintendent shall detail by an order written in his order-book the distribution of duties at the unlocking and the locking up of jail, and shall allot barracks to each officer. The Jailor shall frequently visit different parts of the jail to see that the unlocking and the locking up are carried out correctly.
Supervision by the Jailor at unlocking and locking up of certain wards	**718.** The Jailor in executive charge shall personally supervise the unlocking and the locking up of condemned convicts and high security cells. Where there is no female Deputy Jailor, a Jailor shall supervise the locking up and the unlocking of the female wards too.
Morning bell	**719.** The main gate bell shall be sounded 45 minutes to one hour before sunrise throughout the year.
Prisoners to rise at the ringing of the bell	**720.** The prisoners shall rise in the morning as soon as the bell rings. They shall fold their beddings and blankets neatly on their sleeping berths, and shall then sit in double file down the centre of the ward.
Counting of prisoners	**721.** On the arrival of the Jailor and other jail officers each barrack shall be unlocked. The prisoners shall be marched out in the file and counted by the day-head warder in the presence of the warders who are in charge of the prisoners. The officer detailed for this duty shall verify the number of prisoners counted out of each barrack by comparison with the entries in the barrack lists.
Unlocking of Jail	**722.** When the prisoners have been counted and the Jailor have satisfied themselves that the number of prisoners unlocked in jail is correct, the jail bell shall be rung thrice as a signal to all officers that the number of prisoners unlocked is correct.
Ablutions and morning meals	**723.** After unlocking of the jail, the prisoners shall, visit the latrines and the bathing platform in an orderly manner. When the prisoners have washed their hands and cleaned their teeth and mouths, the early morning meal shall be distributed at the appointed place.

Distribution into gangs	**724.** When the prisoners have had their morning meal they shall be distributed into their respective gangs by or under the order of the Jailor. The Jailor shall cause to maintain a gang-book by warder in-charge. A record of the names of prisoners along with their parentage and admission number shall be kept in a gang-book and made over to each warder during the day. Every subsequent change of a prisoner from one gang to another shall be recorded therein under the initials of the Jailor and the Deputy Jalior in-charge of the circle.
Check of gang books	**725.** The gang-books shall be checked and initialed daily by the Jailor, Deputy Jailor in-charge of the circle and also by the warder-in-charge in token of having received the correct number of prisoners.
Gang to march to their working places	**726.** The warder in charge of each gang shall march his gang to its working place. When the gang arrives at its place of labour the prisoner shall fold their spare clothing and keep it along with their vessels in a line nearby.
Midday meal	**727.** At 11 o'clock the main gate bell shall be rung, when the prisoners shall stop work and march in line to the bathing platform. After they had their bath they shall proceed to the place appointed for the distribution of meals. The food shall be distributed to prisoners in the presence of jail officer. The out-gangs shall stop work half an hour earlier and return to the interior of jail in time for their baths and meals along with the other prisoners. Bathing and feeding of prisoners outside the jail shall not ordinarily be permitted.
Procedure after midday meal	**728.** When the meal is finished the prisoners shall throw any refuse food left in his plate into the containers kept for this purpose. They shall also wash their plates, hands and mouth. In the cold weather on the completion of the midday food parade and rest allowed to them, the prisoners shall be marched back to their place of labour in the same manner as in the morning. But in the hot weather they shall be allowed to rest at noon.
Checking of food	**729.** The Jailor and the officers detailed for this duty by the Superintendent shall be present when food is distributed to the prisoners in the morning, at midday and in the evening. They shall verify the weights of a number of rations issued and frequently test the scales and weights used and report in writing that the food distributed was correct in weight or otherwise, noting down any complaints made by the prisoners. If the complaint is valid and is due to the fault of any prison official, the Superintendent shall take such action as he deems fit and shall record his orders. Any prisoner making false or malicious complaints he shall be punished. **Note:-** At least five percent of diets shall be checked by the officer in the presence of the prisoners'.

Locking up and evening meal	**730.** At 4.30 p.m. in winter and 5.30 p.m. in summer the main gate bell shall be rung for locking up, and prisoners shall cease work. The prisoners shall collect their vessels and extra clothing and march to the spot where the gangs were formed. When the head warder has counted them they shall march to their respective enclosures and after visiting the latrine and having washed their hands and faces, shall receive the evening meal in the same manner as at midday.
Warder's duty	**731.** Ordinarily a warder shall be on duty for eight hours. The day and night duty of warders shall be divided into six batches. The Superintendent shall fix the timings and duration of particular duties taking into consideration of the security and management of the jail.
Locking up of prisoners at night	**732.** After the evening meal is over the prisoners shall be locked up in the following manner:- **(1)** The prisoners shall collect their complete kits of clothing, bedding and blankets and parade in line outside their sleeping barracks. The head warder on duty and the warder in charge shall then search each barrack and examine the gratings. On the word of command the prisoners shall stand up and advance four paces infront of their beddings. **(2)** The duty warder, convict overseers, and night watchmen of the barrack shall then carefully search every prisoner with due regard to privacy and decency and also search his clothing and bedding in the presence of the head warder on duty and the officer in charge of the barrack. When the search is over the prisoner shall re-form ranks, roll up their beddings and sit in pairs. **(3)** The Deputy Jailor detailed for this duty by the Superintendent shall call out the names and hours of duty of the convict officers and satisfy himself that they know the hours of their duty. The prisoners shall then stand up and march in pairs to the gate of the barrack where the Deputy Jailor or other officer detailed for this duty shall call out and mark on the barrack list the name of each prisoner, who shall enter the barrack on his name being called and shall repeat his berth number. **(4)** The prisoners shall sit in pairs in the middle of the barrack and the head warder, warder and the officer in charge shall count the prisoners. **(5)** The jail officers shall then go out of the barrack and lock the door, but shall remain present till the convict overseer on the first watch has counted the prisoners and reported the number of prisoners to be correct. The prisoners shall then go to their berths. The number of prisoners locked up in the barrack shall be written by chalk on a black-board outside the barrack near the door. The officer in-charge shall record the number of prisoners locked up in the lock-up report book and take the signature of the head warder on night duty. The time at which

	the jail is locked up shall be entered in the lock-up report book above the Jailor's signature. Singing, reading, playing games, watching television etc. shall not be permitted after 10 pm in night. **(6)** Lock-up of prisoners shall be over ordinarily before sunset.
Movements of prisoners	**733-** **(a)** All movements of prisoners from one part of the jail to another shall be carried out in an orderly manner, the prisoners marching in pairs at the word of command. **(b)** A movement register shall be maintained at every enclosure and other important locations in jail to record the movements of the prisoners from one part to another. The time of movement and the custody of prisoners shall also be mentioned in this register.
Berths	**734.** The berths in every barrack shall be numbered, the even numbers on one side and the odd numbers on the other. A berth shall be allotted to every prisoner and the number of berth shall be entered on the barrack list. As far as possible the prisoners should be indiscriminately mixed together in barracks without consideration of religion, race, caste and place of residence. The prisoners shall not be transferred from one barrack to another without the orders of the Jailor.
Long term convicts and sensitive prisoners	**735.** Sufficient space in each barrack shall be reserved for newly admitted long term convicts and prisoners classified as dangerous and sensitive by the Superintendent or the courts. Such prisoners shall be locked up in different barracks each night. Ordinarily such space shall be reserved near the gate in each barrack for this purpose to facilitate checking by officers patrolling or making rounds. Convict overseers shall maintain a special watch over these prisoners. Convict overseers and convict night watchmen shall be evenly dispersed throughout the barracks and the and the space allotted to them marked on the wall with the device "C.N.W." and "C.O." in order to establish and fix the responsibility for discipline at night in each barrack. As far as may be practicable, prisoners working in the same gang or workshop shall be locked up in the same barrack or circle. Prisoners working in out-gangs should as far as possible be locked up separately from others. **Note: Special watch on certain prisoners-** Every sensitive and dangerous prisoner and any other important fact shall be specially pointed out to the relieving head warders and warders so that special watch may be kept on them by the guard who takes over duty.
Segregation of prisoners of the same case	**736.** Prisoners in the same case shall, as far as possible, be confined in separate barracks and work in separate gangs.
Lights	**737-** **(a)** Every barrack shall be sufficiently lighted. In case of failure of electric supply the barracks and enclosures shall be lighted by generator-set, , inverters, emergency lights and torches etc. **(b)** A list of all lighting equipments in use in the jail shall be maintained and copies thereof be kept in the office of the Jailor.

	(c) Rules regarding the watch and ward and the lighting of association barracks shall also apply to cellular barracks with central corridors in which a convict overseer shall be on duty.
Prisoners in cells and high security barracks to answer to calls	**738.** A prisoner confined in a cell and high security barracks shall answer to a call at midnight or at any other time when an officer on rounds or patrol duty has any suspicion in regard to his presence.
Duties of head jail warder on night duty	**739.** The duties of every head jail warder on night duty are – **(1)** to see that convict-officers and warders on duty at night are on the alert; **(2)** to go around each barrack or cell block, examining locks, gratings, doors, walls and roofs in order to satisfy himself that they are intact; **(3)** to get the prisoners counted by the prisoners watchmen on duty at least once in every two hours and to satisfy himself that the number is correct ; **(4)** to see that every barrack and cells containing prisoners is well lighted;. **(5)** to report immediately any serious cases of sickness to the Medical Officer and the Jailor; **(6)** to raise alarm and send immediate information to the night duty officer and the Jailor of any occurrence requiring prompt action, such as an escape, riot, fire, etc; **(7)** to preserve silence, order and security in jail;
Duties of jail warder on night duty	**740.** The duties of every jail warder on night duty are, - **(1)** to watch the prisoners and the premises vigilantly in order to preserve silence, order and security.; **(2)** to see that convict-watchmen never sit down but patrol the barracks constantly during their watch, and that convict overseers are on the alert while on duty; **(3)** to be constantly on the move examining each barrack to see that every prisoner is on his berth and that the ward is properly lighted; **(4)** to examine frequently bolts, locks, gratings and doors in order to satisfy fully that they are intact; **(5)** to get the prisoners counted by the watchmen on duty at least once in every hour and to satisfy himself that the number is correct; **(6)** to give immediate alarm by blowing his whistle and continuing to blow it until the alarm bell is sounded on the happening of any occurrence requiring prompt action, such as, an escape, riot, fire, etc.; **(7)** to report immediately any serious case of sickness to head-warder and other officers on night duty.;
Change of duty at night	**741.** At the change of duty at night, the head warders and the warders shall duly hand over and take over charge and make a careful count of the prisoners on their births. The identification and counting of the

	prisoner shall be carried out by convict overseers on duty inside each barrack. The head warders who have been relieved shall report the fact to the gate-keeper on duty. The relieving head warder shall sign the prisoner's night count register and the gate-book in token of having taken over charge from the relieved head warder. Head warders and warders in the last batch of night duty shall not leave the jail until the prisoners have been counted and made over to the day duty warders correctly.
Division of night watch for convict night watchmen	**742.**The night watch between 6 p.m. and 6 a.m. for convict night watchmen is divided into six shifts of two hours each and at least two convict night watchmen shall be on duty inside each barrack throughout each shift.
Duties of convict night watchmen	**743.** The duties of a convict night watchman on duty inside a barrack are — **(1)** to maintain order and discipline; **(2)** to prevent prisoners leaving their berths without sufficient cause and without permission; **(3)** to acquaint himself with the appearance of all dangerous and important prisoners in the barrack and keep a special watch on them; **(4)** to allow no prisoner to approach the gratings unnecessarily or to sleep close to the gratings. **(5)** to keep a careful watch over any prisoner who visits the night latrine; **(6)** to patrol up and down the barrack and keep on alert throughout his period of duty; **(7)** to report immediately to the head warder or the warder on duty any serious cases of sickness.
Division of night watch for convict overseers	**744**. There shall be three night shifts each of four hours for convict overseers and one convict overseer shall be on duty inside each barrack throughout each shift.
Duties of convict overseers	**745.** The convict overseer is responsible for maintaining discipline and order inside the barrack under his charge. He shall remain alert throughout his period of duty and see that convict night watchmen on duty are also on the alert. When a round officer visits the barrack, the convict overseers in charge shall count the prisoners for him and report all correct. Convict overseers on night duty shall be allowed three hours rest during the day.
Relief of convict night watchmen and convict overseers	**746.** The relief of convict night watchmen shall take place in the presence of a convict overseer, and of convict overseers in the presence of a warder or convict warder on night duty.

Night rounds	**747**.The Superintendent shall detail for night rounds duty for all jails- Three officers- • one from superior staff and • two from the warder staff. One round only shall be made before 12 o' clock while the other rounds shall be made after midnight. The Jailors shall also visit the jail at night fortnightly at uncertain hours out of his turn
Duties of officer on night rounds	**748.** An officer on night rounds shall - **(1)** Visit all parts of the jail and all posts including the main wall. **(2)** demand reports from all security staff on duty regarding the condition of gratings, bolts and locks and the counts of prisoners, and shall satisfy himself that the light is sufficient; **(3)** check some of the prisoners on their berths from the barrack lists **(4)** check and sign with time the barrack list and register of night head- warder to see that every officer on night duty is punctual and alert, **(5)** check the convict overseers on main wall duty and report in the night duty book whether they are found to be correct. In Central Prison and District Jails where more than three Deputy Jailors are posted ,one executive officer selected in rotation for night rounds duty shall sleep inside the jail before and after during his rounds. The Jailor is, however, exempt from sleeping inside the jail before and after doing his rounds and when the jailor does night rounds duty, the chief head warder shall sleep inside the jail.
Report of night round officers	**749.** On the termination of the round, the night round officer shall record a detailed report in the night duty book stating the actual time of commencement and termination of the round and stating that he has carried out his duties and have noted down any untoward occurrence or irregularity that may have come to his notice.
Precaution about lock and keys	**750.** **(a)** The locks of the doors of all sleeping barracks and cells shall be so arranged that the prisoners cannot reach them from the inside. **(b)** The keys of all barracks and cells shall be kept in the key chest at night. Special night locks shall be provided for all barracks. These locks shall not be used during the day, but shall be collected with their keys and stored in a chest kept at the main gate. The inner gates of all enclosures within circles shall be kept open at night, but both gates of the circle shall be securely locked. One set of keys of these locks shall remain with the head warder on night duty while the other two sets shall be kept at the main gate for the use of the officer on night rounds duty. **(c)** Locks on barracks and locks on cells shall be changed once and twice weekly respectively. **(d)** The loss of a prison key shall be reported at once to the Superintendent. **(e)** A lock, the key of which has been lost or mislaid, shall be

	destroyed in the presence of the Superintendent and written off from the lock and key register. **(f)** All enclosure gates shall be kept locked up during the day time. **(g)** On each bunch of keys there shall be a brass disc showing the number of the bunch and the number of keys on that bunch and the key chest shall be provided with hooks serially numbered to correspond with the number on the bunches of keys. **(h)** The keys shall be placed on a ring, the ends of which shall either be soldered or riveted so that no key may be removed there from. **(i)** The register of locks and keys shall contain the descriptions and the numbers of all locks and keys by bunches and the barracks, cells, or store rooms, where they are in use.
Opening of barracks at night	**751.** No barrack shall be opened during the night except in cases of urgent necessity, and that to in the presence of the Jailor who shall see that a sufficient number of warders and convict officers is present, to repel any possible attempt at an outbreak on the part of the prisoners locked up in the barrack. Before any barrack is so opened, a chain shall be passed through the door post and the grating of the door, and secured with a lock so as to allow only one person to get-out of barrack at a time and to make it impossible for the prisoners to attempt a rush.
Duties of warders and head warders on the main wall	**752.** In every jail, an appropriate number of warders shall be posted along the inside of the main wall by day and night and will patrol the main wall continuously during their duty hour. The head warders on main wall duty shall carry a register in which he will obtain the signatures of all warders on main wall duty and shall make an entry in the gate-book after the completion of each round.
Convict overseers on main wall duty	**753-** **(a)** In every jail a chain of specially selected convict overseers shall be posted along the inside of the main wall by day and night. Each convict overseer shall patrol a beat of about 100 meters at night but during the day time these beats may be enlarged. A duty roster showing the names of convict overseers employed on this duty and the post that they occupy shall be kept and written up daily by the Jailor. **(b)** At the time of the unlocking and the locking up, the strength of the cordon of convict overseers' on the main wall shall be doubled. **(c)** The relief and postings of these convict officers shall be carried out according to military discipline under the supervision of a head warder, warder or convict warder.
Eligibility of convict overseers for main wall duty	**754.** It is very essential that only those convict overseers who have first been tried with success in barracks and enclosures for some time and have not long periods to serve or have done at least two-third of their sentences including remissions or in case of life convicts have served twelve years shall be entrusted with the guarding of the main wall.

	Prisoners with aggregate sentences of more than 20 years imprisonment shall not be employed on the main wall duty. The Jailor shall report in his report book on the suitability of convict overseers for employment on main wall duty and they shall not be so employed until the proposal has received sanction of the Superintendent. Convicts shown as specially dangerous in the classification form shall on no account be employed on main wall duty.
Head warder's on night duty	**755.** The Superintendent shall fix the number and time of rounds to be made by the head warder or warder. The head-warders on night duty shall be provided with a night duty register in which he will obtain the signature of all warders and all convict officers on night duty, with time and number of prisoners locked up in barracks under their charge. All important occurrences at night shall also be recorded therein.
Use of technology in ensuring security	**756.** The Inspector-General Prisons may issue instructions regardir installation, operation and maintenance of mechanical, electronic gadge etc to ensure proper patrolling by watch and ward staff and their monitorin

CHAPTER- 31

HANDCUFFS AND FETTERS

Handcuffs and fetters	**757**. No prisoner inside a jail shall be handcuffed or fettered except on the grounds that he has shown by his conduct in jail that he is violent or dangerous, or unless he has previously escaped or attempted to escape or made preparation to escape from any lawful custody. Sanction must be obtained from the concerned court in case of undertrial prisoners and the District Magistrate in the case of other prisoners.
Fetters register	**758.** The Superintendent shall cause to record in the fetters register the name and admission number of the prisoner and the date and order of the court concerned or District Magistrate, by whom the order has been passed, the date on which the handcuffs or fetters have been imposed and the period for which they have been imposed, The fact of imposition of handcuffs or fetters, along with the reasons, shall also be noted on the history ticket of the prisoner.
Review of orders for imposition of fetters	**759-** **a)** The Director General, (Prisons) the Deputy Inspector General, the District Judge, the District Magistrate and the Chief Judicial Magistrate at the time of inspection, may satisfy themselves that there are sufficient reasons for the imposition of fetters. **b)** Neither handcuffs nor fetters shall be imposed on a bed ridden prisoner whether in the jail hospital or in the civil hospital, except with the recommendation of the Medical Officer in charge of the hospital for reasons to be recorded in writing, and with permission of the court concerned or the District Magistrate, as the case may be.
Jailor's responsibility for fitness of fetters and handcuffs	**760.** When fetters are imposed on a prisoner, the Jailor shall see that the fetters have double riveted ankle rings and that the link connecting the bars is welded and is of the same thickness as the bar and that the ankle-rings are small enough to prevent their being drawn over the feet. He shall examine all fetters and handcuffs once a week and note the result in his report book.
Inspection of records regarding fetters	**761.** The Deputy Inspector General on his visit shall inspect the records regarding the prisoners in fetters.
Leather gaiters for fettered prisoners	**762.** All prisoners under fetters shall be provided with leather gaiters.

CHAPTER-32

OFFENCES AND PUNISHMENTS

Prison offences	**763.** In addition to acts declared to be prison offences under section 45 of the Prisons Act, 1894 (Act no. IX of 1894), the following acts are forbidden, and every prisoner who willfully commits any of the following acts shall be deemed to have willfully disobeyed the regulations of the prison and to have committed a prison offence within the meaning of sub-section (I) of the above section of the Act :– **(1)** talking when at file or at unlocking, or other parades, or at any time when ordered by an officer of the prison to desist and singing, loud laughing and loud talking at any time; **(2)** quarrelling with any other prisoner; **(3)** secreting any article whatever; **(4)** showing disrespect to any jail officer or visitor; **(5)** making false, malicious and groundless complaints, **(6)** answering untruthfully any questions put by an officer of the prison or a visitor; **(7)** holding any communication (in writing, by word of mouth, or otherwise) with an outsider, with a prisoner of opposite sex, civil or undertrial prisoner or prisoner of a different class, in disobedience of the regulations of the prison; **(8)** planning, or abetting the commission of any prison offence; **(9)** omitting to assist in the maintenance of discipline by reporting any prison offence, or to give assistance to an officer of the prison when called on to do so; **(10)** doing any act or using any language calculated to wound or offend the feelings and prejudices of a fellow-prisoner; **(11)** doing any act calculated to create any unnecessary alarm in the minds of the prisoners or officers of the prison; **(12)** leaving without permission of an officer of the prison the gang to which he is attached, or the part of the prison in which he is confined; **(13)** leaving without permission of an officer of the prison the ward, the yard, the place in file, the seat or berth assigned to him; or loitering about the wards or lingering in the wards when these are open; **(14)** destroying or tampering with any official records or documents. **(15)** omitting or refusing to march in file when moving about the prison; **(16)** visiting the latrines or bathing platforms except at stated hours, or without permission of an officer of the prison, or

	resorting unnecessarily to the night latrine; **(17)** refusing to eat food, or the food prescribed by the prison diet scale or going on a hunger strike; **(18)** eating or appropriating any food not assigned to him, or taking from or adding to the portions assigned to other prisoners; **(19)** removing food without permission of an officer of the prison, from the cook-house or godown or from the place where meals are served, or disobeying any orders as to issue and distribution of food and drink; **(20)** cooking unauthorisedly or willfully destroying food or throwing it away without orders; **(21)** introducing into food or drink anything likely to render it unpalatable or unwholesome; **(22)** omitting or refusing to wear the clothing given to him, or exchanging any portion of it for the clothing of other prisoners, or losing, discarding, or altering any part of it; **(23)** removing, defacing, or altering any distinctive number, mark or badge attached to or worn on the clothing or persons. **(24)** omitting or refusing to keep the person clean, or disobeying any order regulating the cutting of hair or nails; **(25)** omitting or refusing to keep clean his clothing, blankets, bedding, fetters, utensils or other identification token or disobeying any order as to arrangement and disposition of such articles; **(26)** tampering in any way with walls, buildings, bars, locks, keys, lamps or lights or any other security equipment; **(27)** stealing, damaging, destroying, disfiguring or misappropriating any government property or another prisoner's articles or property; **(28)** committing a nuisance in any part of the prison; **(29)** spitting on or otherwise soiling any floor, door, wall or other part of the prison building or any article in the prison; **(30)** willfully befouling the wells, water tanks, latrines, washing or bathing places; **(31)** damaging the trees and vegetables in the garden of the jail or maltreating the prison cattle; **(32)** omitting or refusing to take due care of all prison property entrusted to him; **(33)** omitting or refusing to take due care of, or injuring, destroying or misappropriating the materials and implements entrusted to him for work; **(34)** omitting to report at once any loss, breakage or injury which he may accidentally have caused to prison property or implements; **(35)** manufacturing any article without the knowledge or permission of an officer of the prison;

	(36) performing any portion of the task allotted to another prisoner or obtaining the assistance of another prisoner in the performance of his own task; **(37)** appropriating any portion of the task performed by another prisoner; **(38)** mixing or adding any foreign substance to the material issued for work; **(39)** doing or omitting to do any act with intent to cause to himself any illness, injury or disability; **(40)** causing or omitting to assist in suppressing violence or insubordination of any kind; **(41)** taking part in any attack upon any prisoner or officer of the prison; **(42)** omitting or refusing to help any officer of the prison in case of an attempted escape or of any attack upon such officer or upon another prisoner; **(43)** disobeying any lawful order of an officer of the prison or omitting or refusing to perform duties in the manner prescribed; **(44)** agitating, instigating or acting on the basis of caste, religion or other prejudices; **(45)** willfully hurting other's religious feelings, beliefs and faiths, **(46)** participating in, or organising gambling or betting . **(47)** bartering. **(48)** breach of the conditions of home leave or parole (suspension of sentence).
Information of certain offences to local police station	**764.** When in the opinion of the Superintendent, any of the following offences is established against any prisoner, he shall inform the police station having jurisdiction, in accordance with the provisions of the Code of Criminal Procedure, 1973 :– **(1)** Offences punishable under section 147, 148 and 152 of the Indian Penal Code, 1860 (Act no. 45 of 1860) **(2)** Offences punishable under section 222, 223 and 224 of the Indian Penal Code. 1860 (Act no. 45 of 1860) **(3)** Offences punishable under section 304A, 309, 325 and 326 of the Indian Penal Code, 1860 (Act no. 45 of 1860) **(4)** Any other offence triable exclusively by the Court of Session.

Acts which are both prison offences and offences under the Indian Penal Code	**765.** It shall be in the discretion of the Superintendent to determine, with respect to any act which constitutes both a prison offence and an offence under the Indian Penal Code other than an offence included in the preceding paragraph, whether he will use his own powers of punishment or move to the Chief Judicial Magistrate exercising jurisdiction to inquire into it in accordance with the provisions of the Code of Criminal Procedure, 1973.
Procedure in cases of repeated jail offence	**766.** If any prisoner is guilty of any offence against prison discipline which, by reason of his having frequently committed such offences or otherwise, in the opinion of the Superintendent is not adequately punishable by the infliction of any punishment which he has power under the Prisons Act, 1894 (Act no. IX of 1894), to award, the Superintendent shall proceed as laid down in section 52 of that Act.
Prisons offences to be tried in jail	**767.** Whenever possible criminal cases instituted against prisoners for offences committed in jail should be heard in the jail itself.
Notice of trial to be given to accused	**768.** When any prisoner is prosecuted for an offence against prison discipline under section 52 of the Prison Act, 1894 (Act no. IX of 1894), the attention of the trying Magistrate shall be drawn to the desirability of giving the prisoner due notice of the date of commencement of the trial so as to give him an opportunity of engaging counsel and of arranging for his defence.
Segregation of prisoners committing assault	**769.** When a prisoner commits an assault on a prison officer he shall, unless he has also received injuries which necessitate his being sent to the hospital, be confined in a cell until his case has been disposed of and shall, in the meanwhile be kept under the constant surveillance of warder or convict overseers specially selected for the purpose under the written orders of the Jailor.
Superintendent's discretion in awarding punishment	**770-** **(a)** Before awarding major punishment the prisoner shall be given an opportunity to show cause against the proposed punishment. The statement of witnesses shall be reduced to writing. The order of punishment should also be communicated to the concerned prisoner. **(b)** The Superintendent shall while awarding punishment to prisoners for prison offences endeavour to apportion the penalty to the needs of the case. Major punishments should be awarded for offences involving serious violence or repeated or serious breaches of rules. **(c)** If a prisoner has committed any infringement of the jail rules

	through ignorance or excusable carelessness, the Superintendent may admonish him without recording a charge. But if such infringement amounts to an offence, it shall be recorded on the prisoner's history ticket.
Punishments	**771-** **(a) Minor Punishments -** The following punishments provided in section 46 of the Prisons Act, 1894 (Act no. IX of 1894), shall be considered minor : **(1)** A formal warning which shall be personally addressed to the prisoner by the Superintendent and recorded in the punishment book and the prisoner's history ticket. **(2)** Change of labour for a stated period to some more irksome or severe form. **Explanation–**This punishment shall not be inflicted until the prisoner has been examined and declared fit to undergo the punishment by the Medical Officer. The certificate of the Medical Officer shall be recorded in the appropriate column of the punishment register. **(3)** Forfeiture of remission earned, not exceeding four days. **(4)** Forfeiture of class, grade or prison privileges for a period not exceeding three months. **(5)** Temporary reduction from a higher to a lower class or grade. **(6)** Separate confinement for a period not exceeding fourteen days. **(7)** Stoppage of interview for a period not exceeding one month at a time. **(8)** Stoppage of canteen and recreational facilities for one month at a time. **(b) Major punishments -** The following punishments shall be considered major punishments :- **(1)** Hard labour for a period not exceeding seven days in the case of convicted criminal prisoners not sentenced to rigorous imprisonment. **(2)** **(a)** Forfeiture of remission earned, exceeding four but not exceeding twelve days. **(b)** Forfeiture of remission earned, in excess of twelve days. **(c)** Forfeiture of class, grade or prison privileges for a period not exceeding three months. **(d)** Exclusion from the remission system for a period not exceeding three months. **(e)** Exclusion from the remission system for a period

	exceeding three months. **(f)** Permanent reduction from a higher to a lower class or grade **Note:** In case of punishments 2(e) and 2(f) or any combination of punishments 2(b), 2(c) and 2(e), the order of punishment shall not take effect until sanctioned by the Deputy Inspector General. **(3)** Recovery from wages or prisoner's deposits of any pecuniary loss caused to governmental or other prisoner's property. **(4)** Separate confinement for a period exceeding 14 days but not exceeding three months. **Explanation–**The previous sanction of the Deputy Inspector General is required when the period exceeds one month. **(5)** Any combination of the punishments enumerated above, not exceeding two, subject to the exceptions provided in section 47 of the prisons Act, 1894 (Act no. IX of 1894).
Forfeiture of incentives in case of damage	**772.** The following should be considered as a major jail punishment in the case of prisoners employed in jail industry, forfeiture of the whole or part, of any incentive awarded to them : Provided that the sum so forfeited shall in no case exceed Rs 1000/- and in case of deliberate damage to parts of machines, shall not exceed the cost of replacement of the damaged part and shall be suitably reduced when the damaged part has served half or more of its normal life.
Only Superintendents are authorized to award punishments	**773.** All punishments shall be awarded by the Superintendent.
Restrictions in punishment of convict officers	**774.** Convict warders and overseers shall not be punished with degrading punishments. If it is intended to inflict such punishments on them they shall first be deprived of their ranks.
Prohibition against unauthorized punishments	**775.** No punishments, other than the punishments specified in rule 771 and 772 shall be inflicted on any prisoner except by a court and no punishment shall be inflicted on any prisoner otherwise than in accordance with the provisions of this chapter.
Offenders to be brought before the Superintendent	**776.** In the case of every prison offence the prisoner shall be brought before the Superintendent. The Superintendent shall enter and initial the punishment awarded on the history ticket, and shall have the necessary entries made in the punishment register on the same day. The date on which the punishment is inflicted shall also be entered both on the

	history ticket and in the punishment register. In the case of every serious prison offence the names of the witnesses proving the offence shall be recorded in the column provided for the purpose.
Minor and Major offences	**777.** An offence for the purpose of classification in the annual returns shall be considered to be minor offence when it is dealt with by a minor punishment, and a major offence when dealt with by a major punishment.
Grievance Redressal System	**778-** **(i)** There shall be one or more complaint boxes in every prison installed in centrally located and convenient places, within easy reach of the inmates. Such complaint box shall also be installed in an easily accessible place in the female ward. **(ii)** The inmates may drop their complaints in the form of written petitions addressed to the Superintendent, or to the higher authorities, into such boxes. **(iii)** The box shall remain under lock and key and the key shall remain in the custody of the Superintended, who shall cause unlock the complaint box at his weekly parade. **(iv)** The Superintendent shall form a permanent Committee of G.R.S., comprising himself, the Jailor (the senior most Jailors in the event of more than one Jailor being posted there), the Medical Officer, and the Welfare Officer. If the prison happens to have a female enclosure then a senior lady officer of appropriate rank shall be included in the committee. **(v)** The committee shall meet as and when necessary, but at least once a week to look into all the complaints of the inmates. **(vi)** The Superintendent shall preside over the committee which shall enquire into all the complaints at the earliest. **(vii)** The decision of the committee shall be executed forthwith. **(viii)** Complaints addressed to the higher authorities shall be forwarded to the addressee with comments of the Superintendent without delay.

CHAPTER- 33

ESCAPES AND OUTBREAKS

Steps to be taken in the event of escape or outbreak	**779.** Immediately a prisoner is found to be missing or making an attempt to escape or on any other disturbance taking place or appearing imminent, it is the duty of the officer who first notices the incident, to blow his whistle continuously and send to the gate keeper with all possible haste such information as is known to him regarding the character of the occurrence that has taken place or is about to take place. He shall continue to blow his whistle and every officer hearing the whistle shall blow his own whistle and continue blowing it until the ringing of alarm bell or the siren blowing is heard.
Duty of Gate-Keeper	**780.** The gate-keeper shall as soon as he hears the whistle blowing continuously or receives information of any prisoner having escaped or attempting to escape or of an outbreak or disturbance having taken place or being imminent, order the sentry to fire his rifle into the air and to sound the alarm or blow the siren, and shall send immediate information to the Jailor.
Duty of Sentry	**781.** The sentry at the main gate shall sound the alarm by firing a blank cartridge and loudly ringing the alarm by gong or blowing the siren, when ordered to do so by the gatekeeper, or on his own initiative if he has reason to believe that an outbreak or disturbance, an escape or an attempt at escape is occurring or is about to occur.
Intimation of alarm	**782.** The Jailor shall at once send intimation of the cause for the alarm to the Superintendent. The Superintendent shall give immediate information to the Superintendent of Police and the District Magistrate who shall in the case of a threatened disturbance or combined insubordination amongst the prisoners afford all possible assistance to the Superintendent.
Arming of officers and staff at alarms	**783-** **(a)** On hearing the alarm all jail officers, excepting warders on duty shall forthwith assemble at the main gate. The warders shall fall in near the armory and be armed as quickly as possible with teargas shells, rifles, bayonets and twenty rounds of ammunition. Warders for whom rifles are not available shall be armed with lathis and batons. A sufficient number of lathis, batons, along with other safety equipments shall be kept in stock in the armory for the office establishment and warders. **(b)** At the sound of the alarm the extramural guard shall arm themselves with firearms, fully loaded and fixed with bayonets and detail itself as ordered by the senior most officer present.
Convict officers to fall in	**784.** All convicts officers not on duty shall on hearing the alarm fall in at the appointed place of assembly which is usually at the centre of the jail. They shall be under the charge of a head warder.
Collection and locking up of prisoners	**785.** Warders on duty in charge of prisoners or gang of prisoners inside the jail shall collect the prisoners where they are at work and shall lock them up in the nearest barrack or factory. If outside the jail, the prisoners shall be marched in file at the double to the main gate where they shall

	be locked up in the nearest barrack. All prisoners locked up in barracks and factories shall be counted by the warders in charge. The prisoners shall sit silently in file till the alarm is over.
Warders and convict warders to be on sentry duty on prisoners	**786.** Warder and convict warders, after locking up the prisoners in their charge, shall, unless otherwise ordered, remain on sentry duty outside the barracks or factories in which the prisoners have been locked up.
Duties of Jailors or Deputy Jailors before arrival of Superintendent	**787.** Pending the arrival of the Superintendent, the Jailor or the Deputy Jailor present shall act in accordance with the following instructions :- **(1)** He shall post sentries above the main gate to observe and report the movement of the prisoners and detail a party of warders for duty around the main wall of the jail. **(2)** If the sentries on the main gate roof report that the main gate is clear, he shall take the remainder of the guard inside the jail, and in the event of an outbreak proceed to the scene, use batons or tear gas, if available at the command of officer. Action shall first be directed to prevent any attempt at escape, to isolate the rioters from other prisoners, and to rescue any prison officer or any prisoner who may be in danger, and if the circumstances are such as to necessitate immediate action, he shall warn the prisoners three times in a loud voice that if they do not at once submit and peacefully disperse, they shall be fired upon. If the circumstances are such as do not admit of delay the warning need not be repeated. If, upon being warned, the prisoners do not submit and disperse, and if there appear to be no other immediate means of quelling the disturbance, he shall order the guard to fire upon them. But the firing shall cease the moment the prisoners disperse or yield.
Superintendent to assume charge of operations	**788.** The Superintendent shall on arrival assume charge of the operations.
Use of arms at outbreaks or attempted escape	**789-** The following rules have been made under clause (6) section 59 of the Prisons Act, 1894 (Act no. IX of 1894), regulating the use of arms against any prisoner or body of prisoners in the case of an outbreak or attempt to escape: **(1)** Any officer of the prison may use bayonet, firearm or any other weapon against any prisoner escaping or attempting to escape: Provided that resort shall not be had to use of any such weapon unless such officer has reasonable ground to believe that he cannot otherwise prevent the escape. **(2)** Any officer of the prison may use a bayonet, firearm or any other weapon on any prisoner engaged in any combined outbreak or in any attempt to force or break open the outer gate or enclosure wall of the prison and may continue to use such weapon so long as such combined outbreak or attempt is being actually prosecuted.

	(3) Any officer of the prison may use a bayonet, firearm or any other weapon against any prisoner using violence to any officer of the prison or other person: Provided that such officer has reasonable ground to believe that the officer of the prison or other person is in danger of life or limb, or that other grievous hurt is likely to be caused to him. **(4)** Before using firearms against a prisoner under this rule, the officer of the prison shall, except where circumstances make such course impossible, give a warning to the prisoner that he is about to fire on him. **(5)** No officer of the prison shall, when a superior officer is present, use any arms against a prisoner under this rule except under the orders of such superior officer.
Conclusion of alarm	**790.** When the alarm has been concluded the jail bell shall be rung thrice as a signal for all officers to return to the main gate where a roll call shall be held and the names of the officers who were late in turning out or absent noted for necessary action. The head warder incharge of the extramural gaurd shall collect unexpended ammunition render to the Jailor an account of the cartridges fired.
Report to the Director-General (Prisons)	**791.** The Superintendent shall as soon as possible report the fact of an outbreak or disturbance to the Director General (Prisons) and Deputy Inspector General (prisons) and shall hold an inquiry and report the result to them. He shall also request the District Magistrate to conduct an inquiry and record a finding on the cause of the outbreak or disturbance and the conduct of the officers concerned. The District Magistrate shall send a copy of his report to the Director-General (Prisons) directly.
Monthly alarm Parade	**792**. The Superintendent shall hold an alarm parade based on the above rules at least once a month and submit a report to the Director-General (Prisons) at the end of every quarter, stating therein the names of defaulters and the action taken against them. The monthly alarm parade should be held at uncertain times and may sometimes be held at night. When the alarm parade is over and before the guard of extramural warders is withdrawn from inside the jail, each warder of the extramural gaurd shall fire three blank cartridges. After one parade in every quarter, instead of three blank cartridges, three ball rounds shall be fired at a safe target in order to impress on the prisoners the fact that warders carry loaded arms.
Steps to be taken at escapes	**793.** **(a)** In the event of an escape, the Jailor shall immediately form search parties of warders and convict officer and conduct a thorough search of the jail premises for the missing prisoner. The search parties of jail officers may be sent to other suspected places to find out the escaped prisoner as soon as possible. **(b)** If a prisoner working outside the jail escapes, the warder in charge of the gang shall immediately give alarm by blowing his whistle and pursue the prisoner, leaving the gang in the charge of another warder who may be close at hand. Such warder shall immediately march the gang at the double to the main gate, and

	inform the gate-keeper of the occurrence and have the alarm sounded at once. **(c)** The Superintendent or the Jailor shall also give the immediate information of an escape to the Superintendent of Police and District Magistrate who shall afford all possible assistance in recapturing the escapee.
Escapes at night	**794.** In case of an escape or attempt to escape at night, if it appears probable that the prisoner is still lurking within the jail, convict warders with torches shall be posted at intervals inside the enclosure walls and the warders divided into two parties each with torches, one to search inside and the other outside the jail.
District Magistrate and the police to be supplied with descriptive roll of escaped prisoner	**795.** When an escape has taken place and attempts at recapture have been unsuccessful, or when a prisoner has been wrongly released the Superintendent shall give immediate notice to the District Magistrate, and shall send a descriptive roll of the prisoner with all information available including the prisoner's place of residence and the reward offered for his re-apprehension to the Superintendent of Police of the district and the police authorities of surrounding districts. Similar reports and descriptive rolls shall be sent to the Superintendent of Police to the district in which the prisoner's home is situated and of the district adjoining it. A report and descriptive roll shall also be sent to the Government Railway Police.
Descriptive roll also to be sent to Director-General Criminal Investigation Department	**796.** The Superintendent shall also forward at once a descriptive roll of the escaped or wrongly released prisoner to the Director-General of Police, Uttar Pradesh Lucknow for publication in the Criminal Intelligence Gazette, and at the same time intimate the amount of reward offered for the re-apprehension of the escaped or wrongly released prisoner.
Reports of escapes and Wrong releases	**797.** **(a)** The Superintendent shall at once report every escape or wrong release to the Director General (Prisons), District Magistrate and the Deputy Inspector General of the Range and send a brief report within 24 hours of escape or wrong release to them. He shall then conduct a full enquiry into all the circumstances of the escape or wrong release and forward full report and the evidence taken, together with his recommendations regarding the conduct of the jail officers or other matters such as the removal of defects in buildings etc. In the case of an escape a rough sketch of the jail premises from which the escape occurred, showing the posts of sentries should be sent with the report. **(b)** In any case of escape or wrong release from jail, the Director General (Prisons), may, if he thinks necessary, order suspension of the above mentioned enquiry by the Superintendent and ask Deputy Inspector General of the Range to conduct the said enquiry and submit the report. The Deputy Inspector General may conduct the enquiry either afresh or from the stage it has been suspended under the orders of the Director General (Prisons),. **(c)** The Superintendent shall see that no prisoner involved directly or indirectly in any case of escape or wrong release or disturbance, which has not yet been disposed off, is released without

	intimation to the Director General (Prisons). In case of a convict, the date of release shall be reported to the Director General at least a fortnight in advance.
Report of attempted escape	**798.** All attempts at escape or wrong release should also be reported to the Inspector-General and the Deputy Inspector-General of the Range.
Rewards for recapture	**799-** **(a)** Superintendents may advertise and pay rewards for the re-apprehension of an escaped or wrongly released prisoner up to maximum of Rs.5000. **(b)** Where circumstances justify the offer or payment of a larger reward, an application should be made to the Deputy Inspector-General of the Range and the Director-General (Prisons) who are empowered to sanction up to Rs. 10,000 and 20,000 respectively for the recapture of any prisoner. Such rewards should be charged on "other allowances" budget head.
Investigation by District Magistrate in case of an escape	**800.** Immediately upon receiving intimation of an escape or wrong release the District Magistrate or, in his absence, the Magistrate in charge of head quarters, shall make an investigation into the circumstances of the escape or wrong release and send a report to the Director General (Prisons), with such recommendations as he may think fit to make in regard to the jail officers concerned and other matters. At the same time the District Magistrate shall forward a copy of the report to Government in the Home Department (Jail).
Negligence of jail officers in cases of escape	**801.** When the reports of the Magistrate and the Superintendent indicate that the escape or wrong release has been due to negligence of jail officers, the Inspector-General shall decide whether the officer shall be dealt with in accordance with the provisions of the Indian Penal Code, 1860 or as a breach of jail regulations. All cases of escape shall be reported by the Director General (Prisons) to the State Government.
Reports on re-capture	**802-** **(a)** When an escaped or wrongly released prisoner is recaptured the Superintendent shall send a report to the Director General (Prisons), giving the circumstances and the date of recapture. The prisoner if he had escaped and not wrongly released, shall be sent up for trial and a copy of the judgment forwarded to the Inspector-General in due course. The Superintendent shall send intimation of the recapture to all officers who were addressed in connection with the escape or wrong release. **(b)** A recaptured prisoner may be received back into prison on his original warrant.
Fetters for recaptured prisoners	**803.** A prisoner who has affected his escape from jail , may on recapture be placed in fetters with the permission of court concerned in case of an undertrial, and the District Magistrate in case of a convict.

Documents relating to escaped prisoners	**804.** **(a)** The conviction warrant of an escaped or wrongly released convict shall be retained in the jail office for a period of ten years from the date of such escape or wrong release, after which it shall be returned to the issuing court and the name of the escaped or wrongly released convict, struck off the jail records. **(b)** The remand or committal order of an undertrial or civil prisoner who has escaped or been wrongly released shall be returned to the court concerned with an endorsement that the prisoner has escaped or been wrongly released from jail.
Property of escaped prisoner	**805.** The property of an escaped or wrongly released prisoner shall be retained for one year from the date of his escape or wrong release. If he is not recaptured within that period the property shall be sold and the proceeds with any cash belonging to the prisoner shall be paid into the treasury and accounted for under the appropriate head.
Entry in Register	**806.** The name and full particulars of prisoners who escaped or have been wrongly released shall be entered in the register kept for the purpose.
Note on history tickets	**807.** A brief note shall be made on the history-tickets of all convicts recaptured after escape from jail. The entry should indicate the date and the nature of the escape and show whether it was from inside or outside the jail and whether it was during the day or night. Any other important facts relating to such escape may also be noted.

CHAPTER- 34
PRISONERS IN CELLS

Confinement in cells under section 28 of the Prisons Act 1894	**808.** **(a)** Section 28 of the Prisons Act, 1894 (Act no. IX of 1894), merely gives power to confine criminal prisoners either in association or individually in cells, or partly in one way and partly in the other, and if any prisoner is confined in a cell under that section he should, if circumstances permit be treated in all other respects like ordinary prisoners confined in association e.g., he should be locked up and unlocked at the same hours and allowed to work in association with other prisoners, etc. The prisoner is confined in a cell because it is considered expedient to confine him there and not because he has been given cellular confinement as a punishment, and the Superintendent shall see that this section is not used as an excuse for awarding cellular confinement as a punishment. When it is intended to punish a prisoner by giving him cellular confinement action should be taken under the appropriate paragraph or rule. **(b)** In case it is proposed to confine a prisoner in cell under section 28 of the Act for a period exceeding three months, the Superintendent shall, shortly before the expiry of the period of three months, submit the prisoner's nominal roll with full reasons for the extension of the period, to the Deputy Inspector-General of Range for orders. When a prisoner has been in a cell for a period of six months, his case shall be reviewed by the Director General, (Prisons) and for this purpose the Superintendent shall, shortly before the expiry of the period of six months, submit the prisoner's nominal roll with a detailed report on his behaviour, etc., to the Director General (Prisons). The cases of a prisoner whose confinement in cells for a period exceeding six months is rendered necessary, shall be similarly reviewed by the Director General at the end of every six months.
Reasons for confinement in cells to be displayed	**809.** Outside each cell in which a prisoner is confined whether as a punishment or otherwise, a wooden board shall be hung up with words painted thereon indicating the reason for placing the prisoner in the cell, such as, “under observation”, “condemned prisoner”, “mental patient”, suffering from “infectious disease”, “ jail punishment”, “judicial confinement”, “hunger-strike” and the like. The mere words “section 28, Prison Act” are not enough and shall be avoided. This board shall be used in addition to the ordinary cell ticket.

Visits by jail officers	**810.** **(a)** The Jailor and the Medical Officer shall visit each prisoner confined in a cell whether as a punishment or otherwise, at least once every day. The head warders on duty shall pay similar visits at least once in two hours during the day and the night. At each relief, the relieving officer shall satisfy himself that all the prisoners in cells are present. **(b)** Prisoners confined in cells shall be required to keep their cells scrupulously clean. **(c)** Prisoners confined in cells shall be given an additional blanket.
Charge of prisoners in cells	**811.** The prisoners in cells shall be in the charge of a head warder or warder throughout the day and the night.
Record of dates	**812.** When a convict has been placed in a cell, his ticket showing the date of commencement of the period of solitary confinement shall be posted outside the cell. At the termination of each week of his solitary confinement the convict shall be paraded before the Superintendent and the date of termination of the week's solitary confinement shall be entered in the ticket. The period undergone shall then be recorded in the register of solitary confinement.
Removal from cell under Medical advice	**813.** If the Medical Superintendent/Medical Officer is of opinion that solitary confinement is likely to prove injurious to the mind or body of any convict, he shall forthwith order him to be removed from the cell and shall record the reasons in his order book.
Remission of sentence in case of unfitness	**814.** When a convict is declared permanently unfit to undergo a sentence of solitary confinement or any portion thereof the Superintendent shall apply to the State Government through the Director General (Prisons) for the remission of such sentence or the unexpired portion thereof.
Convicts not to leave cells except on timings	**815.** Convicts undergoing separate confinement shall not be taken out of their cells in violation of timing decided by Superintendent.
Transfer to another jail	**816.** When a convict having any uncompleted sentence of solitary confinement is transferred to another jail, the Superintendent shall enter on the back of the warrant the details of the periods of solitary confinement undergone, and shall forward his solitary cell ticket with the convict.

CHAPTER 35
PRISONERS IN HIGH SECURITY

Prisoners in High Security	**817.** There shall be at least one high security enclosure demarcated within the existing prisons for housing escapees, rioters, terrorists, naxalites, drug dealers, fundametalists, extremists, professional criminals, recidivists, violent, dangerous and sensitive prisoners and for other high risk prisoners. The Superintendent may order any such prisoner to be lodged in high security barracks or cells or any other enclosure, keeping in view the criminal antecedents, behavior in jail, gravity of crime, peace and security of prison and the prisoners.
Charge of high security prisoners	**818.** The prisoners in high security shall be in the immediate charge of a senior warder, a Jailor or Deputy Jailor shall be in-charge of a high security enclosure. All the staff detailed for watch and ward duty of high security enclosure should be well trained.
Interview, letters and communication, Court Hearing	**819.** **(a)** The interview of prisoners lodged in high security enclosure shall be held in the presence of an officer not below the rank of a Deputy Jailor and shall be allowed after careful verification of identity, antecedents and relation of the interviewee with the prisoner. The interview of such prisoners shall be held under CCTV surveillance at separate place. Special days for interview shall be fixed for such prisoners and if required intelligence officers shall be present during such meeting. **(b)** All letters of the prisoners in the high security enclosure shall be censored by Jailor and if required by intelligence officers.
Food	**820.** A prisoner in the high security shall be allowed to receive food according to the scale prescribed for their class. No prisoner in the high security shall be allowed to cook his food or receive cooked food from private sources.
List of belongings	**821**. A list of all belongings of every prisoner in the high security barrack, including those provided by the jail, shall be displayed in the barrack or cell. This shall be daily checked and initialed by the locking officer.
Officer's Visits t the prisoners i high securit enclosure	**822.** **(a)** The Jailor shall visit the prisoners in high security enclosure at least once a day and the Superintendent shall visit them at least thrice a week; **(b)** Medical care for prisoners in high security shall be the same as for the other inmates. The Medical Officer shall visit them at least once a day.

Physical exercise, recreation and canteen facilities	**823.** **(a)** Prisoners in the high security enclosure may be provided with books, journals, newspapers and other writing materials subject to the condition laid down for all ordinary prisoners. **(b)** Physical exercise, yoga, meditation inside the enclosure may be allowed to prisoners in the high security in the morning and evening for reasonable duration. Their daily routine shall be at variance with the provision of rule 416 and shall be such fixed by the superintendent as to ensure maximum security and discipline. **(c)** Canteen facilities may be provided to prisoners in the high security within the enclosure itself.
Special measures to be followed	**824.** **(1)** A no man's area should be identified near the high security enclosures which should not be accessed by any prison inmate and the staff, except those who are detailed for duties. **(2)** The keys of the locks of the cells/barracks doors shall always be carried by the person entrusted with the duty. They shall under no circumstances be handled by any unauthorized person. **(3)** The warder on duty should be thoroughly searched while going in and coming out. He should be briefed adequately by the Jailor or deputy jailor in-charge from time to time about the profile and sensitivities of prisoners. They must be cautioned about not to accept articles like eatables, articles for smoke, even water from these prisoners. **(4)** The inmates of high security enclosures should be counted at least twice in a day besides the counting done during locking up and opening. **(5)** It will be ensured that all prisoners lodged in the high secutity are not unlocked at the same time. **(6)** They shall not be taken out of enclosure for the purpose of sports, cultural and educational activities at the place where ordinary prisoners are congregrated. **(7)** High security prisoner shall not ordinarily be permitted to appear at examinations. **(8)** Apart from the routine search, search shall be done by the Jailor at least twice in a week and by the Superintendent at least once in a fortnight forming special team.
Gate-book	**825.** A separate gate book for the high security enclosure shall be maintained by the senior warder in-charge and entries in such gate book shall be made in the manner similar to the gate book at the main gate.
Application of other provisions of the Manual	**826.** Other provisions of the Manual, as the provisions of so far as they are not inconsistent with this chapter, shall mutatis mutandis apply to the prisoner in the high security enclosure.

CHAPTER- 36

JAIL INDUSTRIES AND LABOUR

Industries, Skill Development and Vocational Training	**827.** **(a)** The Director-General (Prisons) shall cause to establish industries and Prisoners' Co-operative Societies in jails. **(b)** Committee for Skill Development Programme and Vocational Training- "A Committee for Skill Development Programme and Vocational Trainng", under the chairmanship of Director General (Prisons), shall be set up at the Prison Headquarters. In addition to Chairman the committee shall consists of five members viz a representative of Government not below the rank of Joint Secretary, Additional Inspector General Prison (training at development), Director Jail Industries, a Senior Superintendent nominated by Director General (Prisons) and two persons from private industries having expert knowledge in this field nominated by Director General (Prisons). Function of the committee shall be to: **(i)** plan and implement programmes of skill development and vocational training; **(ii)** arrange funds required to run such programmes; **(iii)** fix a policy of production; **(iv)** examine the economic aspects of the skill development programmes; **(v)** put prison skill development programmes on a sound commercial footing; **(vi)** ensure coordination at all levels; **(vii)** evaluate the performance of the skill development programme in each institution; **(vii)** introduce practices and procedures of modern management of production; **(ix)** guide, supervise, direct and control all matters relating to institutional skill development programmes and vocational training; **(c)** Vocational training programmes, in self-employing trades and occupations, shall be organised in every central and district prison for employable convicts. **(i)** Such programmes may be open to under-trial prisoners who volunteer to undergo such training after testing their vocational ability. **(ii)** Wherever possible in larger prisons, an Industrial training Institute may be established and where it is not possible to establish one, the help of local Industrial Training Institutes could be obtained. **(iii)** The prison may have adequate staff for efficient organisation of various training projects. It should be properly equipped with training aids and classrooms for conducting multifarious projects to suit the training needs of its inmates.

	(iv) Special emphasis should be given to vocational training of young adult prisoner and others who may derive benefit from the training projects.
Labour for convict sentenced to rigorous imprisonment	**828.** The Superintendent shall provide labour of an industrial or non industrial type to every class of convicts sentenced to rigorous imprisonment under his care, keeping as far as possible, the following factors in view: **(a)** the physical and mental fitness of a convict for a particular work; **(b)** the previous education, training or experience of any industry, trade or family profession of the convict; **(c)** convict's aptitude or inclination for a particular work; **(d)** rehabilitative prospects, viz., whether the convict can, on his release from jail be easily, employed on that particular work near about his village or District; and **(e)** the convict is not sent to a jail far off from his home district for learning a trade or craft etc.
Jail Factories articles to be manufactured and factory rules	**829**. The jail factories shall manufacture articles for,- **(a)** use in the jail department; **(b)** use in Government departments; and **(c)** sales to the public. Rules regarding management of jail factories, the prices and the sales of manufactured goods will be found in **Appendix-X**
Centralization of industries	**830.** The Director General (Prisons) shall centralize in selected jails the industries connected with the manufacturing of articles required for use in jails.
Visits by officers of Industries Department	**831.** Officers of Industries Department such as Asisstant Commissioner and above may visit jail factories when on tour and record such remarks as they may think useful in the visitors book. They shall be afforded all reasonable facilities by the Superintendent.
Hiring out of convict labour	**832.** Hiring out the labour of convicts to private persons, contractors, firms and Government departments or agencies shall be allowed with the previous sanction of the Inspector-General.
Cotton fabric products to be washed and ironed	**833.** All kind of cotton fabric products shall be properly washed, bleached and ironed as may be necessary before being sent into stores.
Sale of jail manufactured goods	**834.** The Superintendent is responsible for making proper arrangements for sale of jail manufactured goods. Besides sending the goods to the Uttar Pradesh jail Depot, Lucknow, he may have a show-room near the jail gate and may also send out goods for sale in the market under the charge of a jail staff. He may also, with the previous permission of the Inspector-General, arrange for the display and sale of the jail-made goods at important fairs, exhibitions, etc.
Standardisation of Products	**835.** **(i)** Various products of prison industries shall be standardised. A handbook containing details of standardisation, and the manufacturing process of various production units, shall be prepared for the guidance of personnel.

	(ii) Catalogues of standardised products of prison industries may be prepared for securing orders from the market for various production units. **(iii)** Showrooms may be opened outside the prison gates, and at other places, for promoting sale of products of prison industry. A brochure should also be kept in which information is provided to the public about the products being sold along with their rates. **(iv)** Suitable released convicts may be employed in show rooms and prison product outlets, as far as possible.
Employment on dangerous works	**836.** The Superintendent shall not employ any prisoner, without adequate safety equipment and information regarding necessary precautions against hazards on work which is likely to endanger life or limb. Periodical medical examination of prisoners, working in production units having hazards of occupational diseases, should be carried out.
No work on holidays	**837**. On Sunday and on the following days, which shall be designated as jail holiday, no convict shall be required to perform any labour other than such as may be absolutely essential to enable the necessary jail services to be carried on- Anniversary of the Independence Day Anniversary of the Republic Day Bara Wafat Basant Panchami Chehallum Christmas Day Dusshera Diwali Gandhi Jayanti Good Friday Holi Id-ul-Fitr Id-ul-Zuha Janmashtami Muharrum Ram Navami Shiva Ratri Raksha Bandhan

Time-limit for convict labour	**838.** As required by section 35 of the Prisons Act, 1894 (Act no. IX of 1894), no convict shall be kept to labour for more than nine hours on any day, except on an emergency and with the written sanction of the Superintendent. The time occupied in attending school or physical exercises shall be regarded as labour for the purpose of this rule.
Classification of labour	**839.** **(a)** The various forms of labour are classified as hard, medium and light. The Superintendent shall employ every convict in accordance with the class of labour determined for him by the Medical Officer. The labour allotted on admission and subsequent changes of labour shall be recorded on the history-ticket under the initials of the Superintendent, who shall personally see the convict when allotting or changing any such labour. **(b)** Before any convict pronounced fit for ''light'' or ''medium'' labour is allotted ''hard'' labour, the Medical Officer shall examine him and record on his history-ticket a certificate of fitness for the class of labour to be allotted given in **Appendix XII**
Incentives for labours	**840.** **(a)** so far as possible the rates of incentives shall be standardised by the government from time to time; **(b)** a portion of incentives payable to the convicts shall be deducted towards victim compensation fund and will be disbursed in accordance with rules mentioned in Appendix-XII; **(c)** so for as possible the incentives should be deposited in the prisoner's saving bank account; **(d)** a list of the various kinds of labour and incentives with their classification and the prescribed task for each are given in **Appendix-XIII**.
Hard labour	**841**. On admission every convict who is physically and mentally fit shall be put on hard labour. If he knows a trade carried out in the jail, he should be put on that trade at once to utilize any skill he may possess. Long term convicts shall after six months be put in factories to enable them to learn trades or professions.
Intramural and extramural labour	**842.** Labour in jail may be, - **a)** Intramural, e.g., within the outer walls; Or **b)** Extramural, e.g., beyond the outer walls of the jail but not beyond the limits of the jail precincts.

Recess for convict's on labour	**843**. **(a)** In the hot weather convict employed on extramural labour or in the open shall return to their barracks by 10.30 a.m. and resume work at 2.30 p.m. All other convict shall cease work at 11 a.m. and resume work at 2 p.m **(b)** In the winter all convict shall cease work at 11 a.m. and resume it at 1 p.m. **(c)** The Superintendent may change the working timings recording the reasons thereof.
Female prisoner not to be employed outside their enclosure	**844**. No female prisoner shall on any pretence be employed on any work outside the enclosure specially reserved for them.
Training and skill development programmes	**845.** **(a)** The executive and supervisory personnel should be given training in modern methods of management. **(b)** Prison skill development programmes shall consist of services required by the community such as construction work, masonry, carpentry, plumbing, electric fitting, tailoring, fabrication of ready-made garments, leather work, prison servicing, agriculture, horticulture, dairy, poultry, floriculture, maintenance of diesel engines, maintenance of electric pumps, tractor repairing, automobile servicing and repairing, cane work, basket making, pottery, book binding, typing, computer-operating, handicrafts, stenography, cloth printing, embroidery, hosiery, bakery, namkeen making, paper making, printing, weaving, soap making, candle making, toy making, sewing machine repair, food processing, etc. **(c)** The officer in-charge of the factory along with the instructor concerned shall keep suitable convicts under training in all forms of skilled labour in order to replace artisan convicts on release. The proportion of such convict shall not be less than 70 percent in each department of the factory. **(d)** In central prisons an additional 20 percent of such convict shall be trained as are well conducted and are eligible for transfer to other jails on the termination of the period of training. **(e)** When an artisan convict is transferred the Jailor of the transferring jail shall certify on the history-ticket of the convict transferred that he is thoroughly conversant with the work for which he is being transferred. Such convict shall not ordinarily be transferred to the jails in the districts of their residence and care shall be taken that convict imprisoned in the same case are not sent to one and the same jail.
Task board	**846.** When a gang of convict is employed on any particular work a task board shall be prominently displayed. On these boards shall be written in chalk the prescribed task so that it may be at once apparent to the Superintendent, visitors etc.

Checking of work	**847.** **(a)** The Jailor or other officer-in-charge of a work gang shall every evening check the quality of the work of the convicts and shall see that all convicts perform their allotted tasks, noting the work done on the prescribed labour tickets. The action taken on short or bad work shall be noted on the labour tickets. **(b)** In all tasked labour due allowance shall be made for beginners. Convicts shall be gradually worked up to a full task which should normally be possible within a month or so.
Checking tools	**848.** The officer-in-charge alongwith the instructor in concerned trade should check all tools and equipment every evening and cause them to be collected and stored in a place of security and enter in the list, the number of tools and equipment so stored. The instructor shall be responisible for securiy and up-keep of tools and equipment.
Prisoners who are not to be employed for certain work	**849.** No convicts convicted of forgery, or sodomy shall be employed in prison offices. The Superintendent may, when there is special necessity for it, sanction the employment of a literate prisoner in the clerical work which have no connection with the confidential and classified documents.
Proportion of prison servants and hospital attendants	**850.** The proportion of prison servants and hospital attendants shall not ordinarily exceed 10 percent of the jail population. Prison servants are the prisoners who are employed in works of jail routine excluding those working in jail industries, jail garden, kitchen and as convict officers.
Precautions in employment of convicts on labour	**851**. **(a)** Convicts below 45 kg. in weight or above 60 years in age shall not be employed on hard labour. **(b)** Prisoners who are suspected of escape or suicide or confined in prison for more than once, shall not be employed on labour near mainwall and maingate or on such works where articles are available likely to facilitate for escape and suicide.
Extramural labour	**852.** No convict or gang of convicts shall be employed extramurally beyond the limits of the jail precincts without the sanction of the Director General (Prisons).
Specification of extramural labour	**853.** Convicts on extramural labour shall be employed solely for official purposes and on the following kinds of labour: **(1)** work in jail gardens and farms; **(2)** building repairs and alterations of the quarters of the jail officers, of roads and of other works; **(3)** other miscellaneous work.

Convicts who are not to be employed on extramural labour	**854**. The below mentioned classes of convicts shall not be employed on extramural labour,- **(a)** dacoits including person previously convicted for dacoity; **(b)** convicts who have previously escaped or have attempted to escape from lawful custody; **(c)** prisoners, convicted for poisoning; **(d)** habitual convicts in the professional sub-category who are specially dangerous or who have been convicted of organized crime; **(e)** resident of foreign territory; **(f)** convicts who have any other charge pending against them or those for whom an order of surveillance under section 356 of the Code of Criminal Procedure 1973, has been passed; **(g)** convicts who have no fixed place of residence or are of a bad or dangerous character; **(h)** military deserters.
Convicts who may be employed on extramural labour	**855.** Subject to the provisions of the above rule the following convicts may be employed on extramural labour with the sanction of the Superintendent:- **(a)** convicts sentenced up to six months imprisonment or less who have completed one-third of their term; **(b)** convicts sentenced to imprisonment for more than six months but not more than a year, who have completed one fourth part of their sentence (minimum two months); **(c)** convicts sentenced to imprisonment for more than a year but not more than five years, who have completed one-half of their sentences; **(d)** convicts sentenced to imprisonment for more than five years but not more than ten years, who have completed two-third of their sentence. **(e)** Casual convicts sentenced to imprisonment for life who have good family ties; have completed 10 years of sentence; are not below the age of 40 years; and having no prison punishment including formal warning. **Note**: **(1)** In calculating the period of eligibility the period undergone as an undertrial prisoner and remission earned shall be taken into account. **(2)** Clause (a) above shall not apply to prisoners who have been convicted under the Indian Railway Act and have been sentenced to imprisonment not exceeding one month. Such prisoners may be employed on outdoor when necessary.
Certificate of fitness for extramural labour	**856.** Before any convict is employed on extramural work, the Jailor shall certify on his history-ticket, after examining the conviction warrant that he is fit for extramural employment under the rules contained in this Chapter.

Sanction for employment on extramural labour	**857.** The convict shall then be brought up before the Superintendent who shall, after satisfying himself that the convict is eligible for such employment and that there is nothing in his previous conduct to indicate that it would be imprudent to trust outside, sanction his extramural employment. If the convict has not completed the prescribed period of his sentence he shall not be employed extramurally without the previous sanction of the Inspector-General.
Employment of convicts or convict officers in private capacity or domestic work	**858.** **a)** The Superintendent shall not permit any convicts or convict officers to be employed in any private capacity either for himself or for any other person. **b)** The employment of convicts as house servants of any description is strictly prohibited. Any officer who willfully disregards these rules will render himself liable to dismissal.
Temporary warder not to be placed in charge of out gangs	**859.** A warder on the temporary list shall not ordinarily be placed in charge of a gang of convicts working outside the jail walls but may be employed to assist a permanent hand.
Convict overseers to assist warder in charge of out gangs	**860.** There shall be at least one convict overseer in every extramural gang to assist the warder. No extramural gang shall consist of more than twelve convicts under one warder, and if the number of convicts exceeds seven, this number shall include two convict overseers. The convict officers shall be equally responsible with the warder for the safe custody of the convicts of the gang.
Duties of warder staff in charge of extramural gangs	**861.** **(a)** A head warder or warder shall be appointed as in-charge of extramural gang. The warders, may be posted so as to form a ring around the prisoners at work beyond which none of the prisoners shall be allowed to move. They shall be responsible for the general arrangements for the custody of the prisoners and for carrying out work in safety. Arrangements for supplying drinking water to prisoners shall be made within the ring of warders. **(b)** Every warder shall keep gang of prisoners well in view at all times. On no pretence whatsever shall a prisoner be allowed to straggle away from his gang. **(c)** If any prisoner declares urgency, the gang shall be marched to the nearest urinal or latrine. A prisoner shall not be allowed to separate himself from his gang for this purpose. If there is no latrine outside the jail walls where he can be properly watched, the whole gang shall be marched to the interior of the jail. No prisoners or any other person shall be permitted to urinate or answer the call of nature in the open or in the drains on the jail grounds. **(d)** Each gang shall be employed on one form of labour only.

Surprise visits to out gangs	**862.** Jailor and an officer nominated by the Superintendent for the purpose shall pay surprise visits to the out gangs daily and satisfy himself that the rules are duly complied with and shall record the fact in his report-book. The Superintendent shall pay surprise visits to the out gangs at least once a week and satisfy himself that the rules are duly complied with and shall record the fact in his order-book.
Forms and registers for account of incentives	**863.** The forms and rules relating to incentive for work of prisoners are prescribed in **Appendix- XIII.**

CHAPTER- 37
THE JAIL GARDEN AND CATTLE

Maintenance of gardens	**864.** The Superintendent shall be responsible for seeing that the garden attached to the jail grows at all seasons a sufficient quantity of good and wholesome vegetables for the prisoner's use, and that the whole of the jail land, between the outer and the inner walls as well as outside the jail walls that may be available for cultivation, is cultivated to the best advantage. The land available with an institution should be thoroughly surveyed in terms of soil analysis, availability, fertility, salinity, irrigation and requirement of drainage, so that it is put to optimum use. All spare land should be utilized for raising crops for the prisoner's food and fodder for the cattle. The advice of the Agriculture Officer for jails, or, if there is no such officer, of the officers of the Agriculture Department should be sought when necessary.
Laying out fields and orchards	**865.** All available land shall be laid out in fields of convenient size which shall be serially numbered. Irrigation channels should be provided to carry water to all fields. A portion of garden preferably on one side should be set apart as lime orchard.
Jail garden to be kept clean	**866.** The jail garden shall be kept neat and clean and free from weeds and undergrowth. The nursery should be located on the best land which is not likely to remain damp or water-logged. It should be within a reasonable distance from the source of water and should be hedged off from the rest of the cultivation.
Trees and plants	**867.** **(a)** The Jailor shall cause to be planted some Tamarind, Papita, Amla, lemon, sweet kamrakh and mango trees of suitable varieties outside the jail walls. No trees whatsoever shall be planted nearer than 10 metres of walls. **(b)** Mint and Coriander should be grown to supplement the supply of anti-scorbutics. **(c)** Where there is scarcity of land, papaya (papita) should be grown on bunds in vegetable gardens and also in lime orchards and over other fruit plots when the trees are in their early stages. Care should be taken to see that the land is at no time water- logged as this encourages pathological diseases of the type of stem rot and virus diseases of the type of leaf curl in papaya plantations.
Manuring and cultivation of fruit bearing trees	**868**. For the manuring and cultivation of fruit bearing trees the latest instructions issued by the Director General (Prisons) should be followed.
Old trees	**869.** Old trees which have borne no fruit for years and are fit for fuel only should be cut down and replaced by young plants.

Condiments and saag	**870.** Turmeric (haldi), mint (podina), chillies, fenugreek (methi), coriander (dhania), ginger and other condiments may be grown in the jail gardens for the use of prisoners if land is available after cultivation of vegetables and the soil and climate of the area suits to such cultivation of condiments. Two or more large fields should always be under saags (leaf vegetables), which have great anti-scorbutic value. Saags of various types such as karam, chaulai, marsa, palak, kulfa, lal saag and China cabbage should be grown extensively in proper seasons and should be systematically harvested so as to encourage growth. In this way saags can be kept growing for a long time.
Composted manure	**871.** All organic refuse such as dry leaves, unused portions of vegetables, fodders etc. jail sweepings, cattle urine and dung should be collected and turned into composted manure.
Sowing, reaping and storing of crops	**872.** The Jailor shall be responsible for seeing that all crops grown on jail lands are sown and reaped at the proper time and immediately brought into store after reaping and accounted for and that proper precautions are taken against percolation, loss or misuse. **Note:** Regarding the preparation of silage for cattle fodder, the cultivation and harvesting of different kind of crops and control of vegetable diseases, the officers of the Agriculture Department shall be consulted.
Procurement of seeds and storage	**873.** The seeds should be of high yielding variety and should preferably be purchased from government organisations. If possible, the seeds shall be stored from the jail produce. The Jailor shall arrange for the seeds to be gathered for future use from fully developed, disease-free and properly matured plants. Before storing them in airtight tin cases or bottles, they should be dried in the shade for three or more days and if the seed is meant for sowing purposes also in the sun for a day or so in the morning hours. Drying in the sun outright definitely reduces the germinating qualities of the seed.
Vegetables for storage	**874**. Potatoes, yams, pumpkins, onions and other vegetables which are capable of being stored should be cultivated extensively and stored for use during the time when fresh vegetables are scarce. **Note :** For storage of fresh and sun-dried vegetables the instructions issued by the Horticulture and Jail Departments should be consulted.
Preparation of the nursery	**875.** Nursery beds for vegetables should preferably be of raised type. The soil in nursery beds should consist of, roughly, one part of good garden soil, one part of leaf-mould put through a sieve, one part of well-rotted cattle manure put through a sieve and one part of good river sand and should contain moisture so as to facilitate germination of seeds. Then the seeds be put on the top of the bed and lightly covered with manure and soil mixture. The beds shall then be covered with sirki pals for at least 24 hours and then uncovered. Nurseries may require chhappars to protect the seedlings from the sun and heavy rain. Sirki pals placed on bamboo frames give good shade. Care should be taken to remove the weeds when the saplings are growing.
Care in gardening	**876.** Successful gardening requires frequent and thorough surface tillage and careful attention to weeding and irrigation are essential. Excessive watering of young plants should be avoided.

Improved methods and implements	**877.** As far as possible improved methods should be adopted and the use of modern tools and implements encouraged in all gardening operations. For improvement of the land, plantation of fruit bearing plants or any other agricultural, horticultural or forestry purpose, concerned government department shall provide required assistance.
Register of trees	**878.** **(a)** The Superintendent shall cause to maintain a register of trees in which all trees growing on the jail grounds with a circumference of 1 meter and more measured at the height of 150 cms., shall be entered with their exact location and serial numbers, descriptions, ages, etc. The serial numbers shall be painted on the barks of the trees. Fruit trees, such as lime, papita etc. shall not be numbered, but the total number of plants of each variety shall be noted in the register. **(b)** The Superintendent shall verify the register every year in the month of September. He shall report the result of such verification with full details of the trees cut down during the year to the Director General.
Trees not to be removed without orders	**879.** **(a)** No tree on jail land shall be cut down or otherwise removed without an order in writing of the Superintendent. If the number of trees to be cut is more than ten, previous sanction shall be sought from the Director General (Prisons). **(b)** The Superintendent shall get all the trees evaluated by the Forest Department before they are to be felled for their monetary valuation. **(c)** The Director General (Prisons),shall decide whether: **(i)** trees shall be auctioned; or, **(ii)** send to the nearest jail having a carpentry workshop; or, **(iii)** to be used by the jail itself.
Register of vegetables	**880.** **(a)** Vegetables gathered daily from the jail garden shall be weighed and the weights recorded in a jail register (No. 77). The quantities issued to prisoners and to jail officers, if any, shall also be entered in the register which shall be maintained by the Jailor. **(b)** Supply of vegetables to jail officers.- No vegetables shall be supplied to jail officers unless a surplus is available after fully satisfying the needs of prisoners. Warders shall receive vegetables when available in reasonable quantities, free of charge. Other jail officers are permitted to receive vegetables from the jail garden at such monthly rates of payment as may be fixed by the Director General. **(c)** Any garden produce, fruits and grass, etc. in excess of the jail requirements, may be sold to the public with the previous sanction of the Deputy Inspector General of Range. The money thus realized shall be credited under appropriate head.

Dairy	**881.** Dairies may be developed in prison farms on commercial lines under proper technical guidance.
Cattle Register	**882.** The Jailor shall cause to maintain a cattle register (register no. 85) recording the age, cattle number, breed, marks of identification mainly colour, shape of horns etc. The cattle shall bear a pendant carrying cattle number and name of Jail.
Ration for cattle	**883.** **(a)** The concentrated ration for bulls, draft cattle, milch or dry cows shall consist of 5 per cent crushed gram, 25 per cent crushed barley, 30 per cent. mustard cake and 40 per cent wheat bran. The following quantity of this mixture shall be served daily to each animal: Bull 2.0 kgs. Draft cattle 2.0 kgs. when at work and given dry fodder. 1.5 kgs. when at work and given green fodder. 1.0 kgs. when idle and given dry fodder. 0.75 kg. when idle and given grass fodder. Dry cow 2.0 kgs. Milch cow yielding 0.5-2.0 ltr. milk daily 1.5 kgs. Milch cow yielding 2.5-5.0 ltrs. milk daily 2.0 kgs. Milch cow yielding 5.0-7.0 ltrs. milk daily 3.0 kgs. Milch cow yielding 7.5-9.5 ltrs. milk daily 3.5 kgs. Milch cow yielding 10.0 ltrs. or more milk daily 4.0 kgs. Lumps of rock salt shall be placed near the troughs for the cattle to lick. The quantity of dry or green fodder for an adult cattle per day shall depend upon the size of the cattle and shall not be more than 7.5 kgs. to 9.5 kgs. in the case of dry fodder and 15.0

	kgs. to 18.5 kgs. in the case of green fodder: Provided the cattle are stall fed. The quantities shall decrease proportionately if the cattle are sent out for grazing. A daily account of receipts and consumptions of grains, bran cakes, fodder, etc., whether produced in jail or purchased from outside shall be kept in jail register no. 86. **(b)** Efforts shall be made to grow all fodder required for animals in the jail. Bhusa shall not be purchased from outside, ordinarily, without the sanction of the Deputy Inspector General of the Range.
Milk	**884.** **(a)** The Jailor shall cause the quantity of milk produced from the milch cattle be entered in the register daily against the number of the animal milched for it. **(b)** Jail Officers who are admitted to the jail hospital shall be given milk free of cost on the advice of Medical Officer. **(c)** In excess of milk production the jail officers can purchase the milk on payment.
Disposal of unserviceable livestock	**885.** The Superintendent shall scrutinize unserviceable livestock once in a year. The unserviceable livestock shall be disposed of according to instructions issued by the State Government.
Pamphlets issued by the Animal Husbandry or the Agriculture Department-	**886.** Instructions issued by Agriculture Department or Animal Husbandry Department in the form of pamphlets should be referred to for guidance on the respective matters dealt with in them.

CHAPTER- 38
THE DIRECTOR GENERAL/INSPECTOR GENERAL OF PRISON & HEADQUARTERS ORGANISATION

Director General of Prisons	**887.** The State Government shall appoint the Director General of Prisons Administration and Correctional Services who shall exercise general control and Superintendence of all prisons situated in the State. Such officer shall ensure the implementation of the provisions of the Prisons Act 1894, Prisoners Act 1900, and other Acts related to prison administration through prison officers assisting him at the Headquarters. Both the wings at headquarter ,the regional organizations, prisons and other institutions shall be under his control. The general functions of the Director General shall be: **1)** To implement prison policies as laid down by the State Government. **2)** To plan, organise, direct, co-ordinate and control the various prison and correctional measures and activities. **3)** To inspect prison institutions with special reference to care, welfare, training and treatment of inmates and staff.
There shall be two main wings at the headquarters level	**888.** (i) The Executive Wing; and (ii) The Correctional Wing. The Executive Wing will be headed by a Prison department officer not below the rank of Additional Inspector General (Prisons) and such officer may be assisted by officers of different ranks from the prison department. The Correctional Wing will be headed by Additional Inspector General (Prisons) assisted by Deputy Inspector General, Superintendent Jail Headquarter and Psychologist and Counselor. The Psychologist and counselor in the Correction Wing may be called as and when required from amongst reputed institutions by Director General (Prisons).
Additional Inspector General (Prisons) (Correctional Wings)	**889.** Additional Inspector General (Prisons) (Correctional Wings) will be responsible for probation services, welfare services, educational services, vocational training/skill development, premature release, recommendation of parole, leave, rehabilitation services, etc. in all prisons in the State. All officers in the Correctional Wing will assist the Head of the Prison Administration in all matters connected with prison administration and correctional services. Their powers and duties will be fixed by the Director General (Prisons) from time to time.
Temporary accommodation for Prisoners	**890.** The Director General (Prisons) is authorized to make provision for the shelter and safe custody of prisoners in temporary prisons as required by section 7 of the Prisons Act, 1894 (Act no. IX of 1894). Before making any such provision he shall make a report of the circumstances and of his proposals to the State Government.

	Provided that when the circumstances make delay clearly undesirable, the Director General shall upon his own responsibility take such action as he deems to be necessary and submit a report to the State Government as soon thereafter as possible.
Headquarters of the Director General (Prisons)	**891.** At the Headquarters of Prison & Correctional Services Department, the Director General (Prisons) shall be assisted by,- **i.** Additional Inspector General of Prisons (Administration) **ii.** Additional Inspector General of Prisons (Corrections) **iii.** Deputy Inspector General of Prisons. **iv.** Director, Jail Industries. **v.** Senior Superintendent of Prisons. **vi.** Superintendent of Prisons. **vii.** Senior Superintendent (prisoners' welfare) **viii.** Finance Controller and other Accounts Officers; **ix.** Executive Engineer, Assistant Engineers/Junior Engineers **x.** Lady Officer to look after female prisoners welfare and grievances **xi.** Research Officer. **xii.** Ministerial staff **xiii.** Any other prison officer for effective and efficient administration of prisons.
Information and technology cell	**892.** At the headquarters of the Director General, (Prisons) there shall be an Information Technology (IT) cell headed by an officer nominated by the Director General, to support, monitor and establish computerised maintenance of records and statistics of all prisons. The IT cell shall comprise such number of database managers, programmers, system analysts as decided by the State Government to perform duties like design, implementation and maintenance of management information systems and to liaison with the hardware and software vendors, to enforce service levels and to perform a variety of technical tasks relative to assigned area of responsibility.
Inspections	**893.** The Director General (Prisons) shall inspect every central prison, open camps at least ten percent of the district jails, the UP jail depot, and the Jail Training Institute at least once a year. At each inspection he shall satisfy himself that the provisions of the Act, 1894, and all directions contained in the manual, departmental circulars and government orders, are being duly carried out. He shall record his observations, suggestions and orders for the guidance of the heads of these institutions who shall report to the Director General/ (Prisons) the action taken on each order or suggestion. The Director General/ (Prisons) shall forward to the Government by March 31,each year a statement showing the number of inspections made by him and each Deputy Inspector General separately during the previous calendar year.

Serious Occurrence	**894.** When a suicide or death under abnormal conditions or escape or wrong release or assault or disturbance or any other unusual or serious occurrence has taken place in any jail, the Director General (Prisons) shall submit a report of such occurrence immediately to the State Government followed by a further report within a period of one month, indicating the action taken by him and his recommendations, if any, in regard to the removal of any defects in the system of the jail administration.
Annual Report on jail administration	**895.** The Director General (Prisons) shall submit to the State Government annually not later than 1st of March a detailed report on the jail administration for the previous calendar year, together with such statistical and other statements, returns and information as the Government may require.
Power to order transfer	**896.** The Director General (Prisons) may transfer any subordinate jail officer in accordance to the transfer policy of the State government .
Power to grant leave	**897.** The Director General (Prisons) may grant leave to gazetted and non- gazetted government servants of the department to the extent indicated in the Subsidiary Rules in Financial Hand-book, Volume II,(see Subsidiary Rules 35 and 36 and the delegation under the later rule.)
Additions and alterations to jail buildings	**898.** No major additions or alterations to the jail buildings, shall be undertaken without the Director General (Prisons) orders and no plans or estimates shall be prepared by the Superintendent without his sanction.
Financial powers	**899.** In connection with preparation and submission of departmental estimates, re-appropriation of funds, supplementary estimates, and control over expenditure, the Director General shall exercise the powers given to him and perform the duties imposed on him by the provisions of the U.P. Budget Manual and the order of the State Government prevalent at the time.
Power to write-off losses	**900.** The Director General (Prisons) shall have power to write-off the irrecoverable value of stores or public money to the extent indicated in the Financial Hand-book, Volume I
Report to the Accountant General	**901.** After the close of every financial year, the Director General (Prisons) shall submit to the Accountant- General, Uttar Pradesh, a report on the extra-statutory remissions and abandonments of claims to revenue in the department, sanctioned during the preceding year. Individual remissions, below the limit provided in the Financial rules, shall not be reported.

Inspection of magistrate's lock- up	**902.** (**a**) The Director General (Prisons) may inspect any Magistrate's lock-up and lock-ups situated in court premises and record his opinion or the manner in which such lock-up is administered, and make such suggestions as he may consider necessary for the guidance of the officer in charge. (**b**) **Inspection of Mental Hospitals**- The Director General (Prisons) is ex officio Visitor of the Mental Hospitals under control of the State Government. He may also visit any other institution where a prisoner is sent for treatment.
Institution and defence of suits	**903.** **(a)** The procedure in regard to the institution, defence and conduct of suits by or against the State Government is set forth in details in Chapter X of the Legal Remembrancers' Manual and applies to suits relating to the jail department. **(b)** No proposal for the institution of a suit should be made unless all means for the satisfaction of the claim have been tried and have failed. If there is no alternative to the institution of a suit, the Superintendent of the jail shall report the fact to the Director General and ask for his sanction to the institution of the suit before taking any further action.
Power to execute deeds of contracts and assurances	**904.** Director General (Prisons) shall execute the deeds of contract and assurances as per the prevalent laws and rules.
Power to reward	**905.** The Director General (Prisons) may sanction cash reward (upto Rs. 20,000) or insignia or commendation disc to the prison personnel, organisation, institute or any individual person for his outstanding contribution for the prison administration.
The Range/ Regional Deputy Inspector General of Prisons will be assisted by the following staff and officers	**906** **(i)** Personal Assisttant **(ii)** ministerial staff **(iii)** Drivers – according to vehicles **(iv)** A team of warders **(v)** Peon/Followers
Deputy Inspector General to work for and on behalf of the Director General/Inspect	**907.** **1)** Deputy Inspector General shall function for and on behalf of the Director General (Prisons) and shall perform such duties as are entrusted to them by the Director General (Prisons). **2)** The general duties and responsibilities of the Deputy Inspector General of Range shall be- **(i)** to make surprise inspection, at day or at night, of every prison

or General	of the range under his control, at least once in every three month. **(ii)** to carry out a performance audit of the prisons under his jurisdiction once in a year and send the report to the Director General. The report shall contain the following: **(a)** key obseravations and recommendations in the internal accounts audit report and the audit report of the Accountant General along with the comments of the Superintendent; **(b)** budget allocation, withdrawal of funds and the expenditure incurred during the year compared with the previous financial year; **(c)** prisoners' intake and average occupancy during the period under review; **(d)** sanctioned and posted strength of employees; **(e)** availability of medical facilities and status of treatment of prisoners; **(f)** infrastructure required viz. buildings, drains, toilets, drinking water, food, clothing, arms and accoutrements, communication equipment, vehicles, housing, security personnel etc. and condition of the available facilities; **(g)** review of the training and welfare programmes organized; **(h)** rumber of escapes, their reasons and the number of prisoners recaptured; **(i)** review of death of prisoners; **(j)** important details of inspections carried out by other official visitors: **(k)** review of status of appeals and premature release of convicts; **(l)** review of service matters of the employees; **(m)** review of industries and agriculture; **(n)** review of maintenance of records. **iii)** **(a)** shall cause to ensure that the rules and regulations are being followed at the jails under his jurisdiction. **(b)** may inspect any Magistrate's lock-up and lock-ups situated in court premises, in his range, and record his opinion or the manner in which such lock-up is administered, and make such suggestions as he may consider necessary for the guidance of the officer in charge **(c)** shall report to the Director General any other aspects of security and management which he deems fit, along with the remedial steps taken and suggestions thereof.

CHAPTER- 39
THE DISTRICT MAGISTRATE

Ex-officio Deputy Inspector-General of Prisons	**908.** The District Magistrate shall be ex-officio Deputy Inspector-General of Prisons within the local limits of the area within which he exercises his jurisdiction.
Visits to jails	**909.** **(i)** The District Magistrate is ex officio visitor of central prison situated in his district; **(ii)** The District Magistrate shall inspect the district jail with Senior Superintendent Of Police/ Superintendent Of Police, once in a month and shall visit the district jail with Session Judge and Senior Superintendent Of Police/ Superintendent Of Police once in a quarter.
District Magistrate's power to issue orders	**910.** The power to issue orders respecting a prison conferred on District Magistrate by section 11 of the Prisons Act,1894 (Act no. IX of 1894), must not be interpreted as empowering District Magistrate to interfere unnecessarily with the management of jails, and to weaken the Superintendent's authority. All orders passed by the District Magistrate shall be issued through the Jail Superintendent.
Office of Superintendent falling temporarily vacant	**911.** When the office of the Superintendent falls vacant and there is no time to refer the matter to the Director General (Prisons) for the orders of the State Government, the District Magistrate shall, pending the orders of the State Government, make necessary arrangements for the work of the jail, reporting his action at once to the Inspector-General**.**
Appointment of teachers in religious and moral subjects	**912.** The District Magistrate is authorized to appoint honorary teachers in religious and moral subjects, who may be permitted to lecture in the jail once a week, the day and hour being fixed by the Superintendent.
Suggestions affecting discipline and management	**913.** The District Magistrate shall report to the Director General (Prisons) any important step which he may consider necessary affecting the discipline and the management of the jail.
Duties at time of disturbance or escape	**914.** The duties of the District Magistrate in the case of a disturbance in jail or in the event of an escape or attempted escape are specified in rules 800.
Help in the matter of grain storage and prices of commodities	**915.** The District Magistrate shall render all reasonable help to Superintendent in the matter of procuring, storing and ensuring quality of grains and other important commodities ordinarily purchased by jails. He shall furnish weekly current prices of such foods and other important commodities through Marketing Inspector as Superintendent may desire from time to time.

Permission to police officers for Investigation	**916.** The District Magistrate may, by a written order, permit a police officer to make an investigation inside the jail and no such investigation shall be made except under the orders of the District Magistrate or concerned court.
Authority to Interview Prisoners	**917.** The District Magistrate may specially authorize any officer named by him in writing to interview any prisoner for the purpose of obtaining information which may lead to the detection of crime.
Powers of the District Magistrate	**918.** District Magistrate shall also have following powers regarding management and general discipline of jails:- **(i) Temporary prison building-** As per the provisions of section 7 of The Prison Act,1894 (Act no.IX of 1894) the District Magistrate shall have the power to proclaim any building or land as temporary jail in case of exigencies such as- agitation, large-scale arrests, overcrowding outbreak of epidemic disease etc. **(ii) Power to transfer prisoners on disciplinary grounds in neighboring districts:** The District Magistrate, on the recommendations of Superintendent, may order a prisoner detained in the prison to be transferred to the prisons of neighboring districts for local or administrative reasons or for any other sufficient reasons. **(iii)Power to form medical board -** District Magistrate may form a medical board of doctors to ascertain the requirement of the prolonged admission of a prisoner in a hospital outside the jail on the request of the Superintendent or on his own cognition.

CHAPTER- 40

ESTABLISHMENT

Prison Officers	**919.** As laid down in Section 6 of the Prisons Act,1894 (Act no. IX of 1894) for every prison there shall be a Superintendent, Medical Officers (Medical Officer includes Medical Superintendent) Jailors, Deputy Jailors and such other Officers as the State Government thinks necessary.
Superintendent of Prison	**920.** **(a)** Every jail shall be in charge of a Superintendent. **(b)** The Superintendent and Medical Officer of the Bareilly Central Prison shall also be the Superintendent and Medical Officer of the Central Jail for young adults Bareilly.
Previous training in the case of Superintendent of Prison	**921.** When an Officer has been selected for appointment as the Superintendent of Prison and who has no previous experience in the jail department, shall, whenever possible, before being placed in independent charge, be attached for at least three months to a prison for training in the duties of Superintendent. The Director General (Prisons) shall shortly before the conclusion of the period of training, submit to the State Government a report on the officer's progress, and the officer shall not be placed in independent charge unless the State Government is satisfied as that he is fit for such appointment.
Executive charge of a Central Prison in Superintendent's absence	**922.** When the Superintendent of a Central Prison is absent on duty or is on casual leave, the Jailor or failing him magistrate of the first class to be detailed by the District Magistrate shall hold the executive charge of the jail. Where there are Senior Superintendent and the Superintendent both posted, the Superintendent shall hold the executive charge of the jail in the absence of the Senior Superintendent.
Post of Superintendent and Jailor to be held together for short periods only	**923.** Ordinarily the posts of the Superintendent and the Jailor shall not be held by one person except for short periods as a temporary measure.
Executive Charge of a district jail during Superintendent's absence	**924.** **(a)** When the Superintendent of a District Jail is absent on tour, casual leave, etc., or is on transfer, the Jailor shall ordinarily, hold the executive charge of the jail, or failing him, the Medical Superintendent or Medical Officer. **(b)** No reference be made to the District Magistrate, but he should be informed of the charge of incumbency in all the above cases. **(c)** Where there are Senior Superintendent and the Superintendent both posted, the Superintendent shall hold the executive charge of the jail in the absence of the Senior Superintendent.

Establishment of jails	**925.** The strength of officials in different jail institutions shall be as sanctioned by the State Government. Ordinarily the numbers of different officials will be as described below :-

(1) **The establishment of a Central Prison shall ordinarily consist of-**

Sr. No.	Name of the post	No. of Post
1	Senior Superintendent	01
2	Superintendent	01
3	Jailor	04
4	Deputy Jailors	15
5	Jail Head Warders	88
6	Jail Warders	275
	Medical personnel :	
1	Medical Superintendent	01
2	Medical Officers	03
3	Psychiatrist	01
4	Pharmacists	04
5	Lab Technician	01
6	X-Ray Technician	01
7	Ward Boy	04
	Educational Personnels	
1	Teachers	03
	Technical Personnel :	
1	Instructors (for each industry)	01
2	Electricians	02
3	Mason Teacher	01
4	Driver	according to no. of vehicles
	Agricultural Staff :	
1	Agricultural Assistant	01

	Ministerial Staff :	
1	Office Superintendent	01
2	Principal Assistant	02
3	Senior Assistant	02
4	Junior Assistant	03
5	Stenographer	01
6	Accountant	01
7	Assistant Accountant	02
8	Barber	02
9	Sweepers	07

(2) Women personnel for Central Prison for women

The establishment of a Central prison for women shall ordinarily consi of :--

Sr. No.	Name of the post	No. of Post
1	Superintendent	01
2	Jailors	02
3	Deputy Jailors	06
4	Jail Head Warders	12
5	Jail Warders	100
	Medical personnel :	
1	Medical Superintendent (Lady)	01
2	Medical Officers (Lady)	02
3	Psychiatrist	01
4	Female Nursing staff	03
5	Female Pharmacists	03
	Educational Personnel	
1	Teachers	02
	Technical Personnel :	
1	Instructors (for each industry)	01
2	Electricians	02
3	Civil works instructor	01

4	Drivers	according to no. of vehicles
	Ministerial Staff :	
1	Principal Assistant	01
2	Senior Assistant	01
3	Junior Assistant	02
4	Accountant	01
5	Sweepers	07

Note :- So far as possible lady personnel shall be preffered for posting in Central Prison for women.

(3) The establishment of a District jail for four categories as mentioned in paragraph 5 shall ordinarily consist of :

Sr. No.	Name of the post	No. of Post			
		Category A	Category B	Category C	Category D
1	Senior Superintendent	01	01		
2	Superintendent	01	00	01	01
3	Jailors	04	02	01	01
4	Deputy Jailors	15	10	08	05
5	Jail Head Warders	88	58	30	16
6	Jail Warders	275	235	120	65

	Medical personnel :				
1	Medical Superintendent	01	01	--	--
2	Medical Officers	03	02	02	2
3	Psychiatrist	01	01	01	01
4	Ward Boy	04	02	02	02
5	Female Nurse	01	01	01	00
6	Pharmacists	04	03	02	02

7	Lab Technician	01	01	--	--
8	X-Ray Technician	01	01	--	--
	Educational Personnel				
1	Teachers	03	02	01	01
2	Female Teacher	01	01	01	00
	Technical Personnel :				
1	Instructors (for each industry)	01	--	--	--
2	Electricians	02	01	01	1
3	Civil works instructor	01	--	--	--
4	Drivers	**according to the vehicles**	**according to the vehicles**	**according to the vehicles**	**according to the vehicles**
	Agricultural Staff :				
1	Agricultural Assistant	01-where agriculture land is more than 10 acre			
	Ministerial Staff :				
1	Office Superintendent	01	01	00	00
2	Principal Assistant	02	01	01	00
3	Senior Assistant	02	02	01	01
4	Junior Assistant	03	02	02	02
5	Accountant	01	01	--	--
6	Assistant Accountant	02	01	01	01
7	Barber	02	02	01	01
8	Sweepers	07	06	05	04

Note: **(a)** Any other staff as the State Government may deem fit.

(b) When technical staff is not posted, the Superintendent shall cause suitable prison staff to be trained for the purpose and they shall be paid suitable allowances.

(c) For the purpose of this paragraph, Central Jail will be treated in Class-A jails and Model Jail and central prison for young adult shall be treated as Class-B jails.

Seniority in service how to be determined	**926.** Seniority in service in each particular cadre shall be determined by the provisions of the orders of the State Government prevalent at the time
Service Books	**927.** The Service Books of a candidate on prescribed proforma shall be prepared by the Superintendent of the jail to which he is first posted. On transfer the service book shall be sent by registered post to the jail to which the candidate is transferred. Service book shall be kept in safe custody in the treasure chest. Any occurrence affecting the candidate, such as transfer, promotion, punishment, etc, shall be entered in his service book.
Classes of warder cadre	**928.** The establishment of the warder cadre shall be appointed and governed by the rules, regulations and laws as prescribed by the State Government. The warder cadre shall be divided in two categories: **(i)** The Jail warders; **(ii)** The Jail Head warders
Circle for warders	**929**. For the purpose of establishment and control of the warder cadre, jails shall be divided in circles as per revenue divisions, under the control of the Superintendent of the jail situated at the headquarters of the division. If there is no Central Prison at the divisional headquarter, such powers shall be exercised by the Superintendent of the Central Prison in the division, if there are more than one senior superintendents at same divisional head quarter then the Director General (Prisons) will decide the officer who shall control the establishment of the warders and other fourth class employees.
Training of warders	**930.** The Superintendent shall see that all new warders are instructed in squad and company drill; that they are conversant with the use of arms and are acquainted with all rules and orders connected with the discharge of their duties. He shall prepare a list of untrained warders and send it to the head of Sampurnanad Jail Training Institute to get them trained.
Transfer of warders	**931.** Subject to the general control of the Director General (prisons) and in accordance to the transfer policy of the State Government, the Deputy Inspector General of range and the Superintendent or Sr. Superintendent shall transfer Warders and Head Warders within their respective jurisdiction.

Deputation and control of Medical Officers	**932.** **(a)** The Director General of Medical and Health Service depute Medical Officers from the provincial medical service for duty as Medical Officers (Including Medical Superintendent) in jails. The State Government shall control the appointment, transfer and punishments, etc, of such officers. If in the opinion of the Director General of Prison any Medical Officer deserves to be suspended or punished with demotion in rank, removal or dismissal from service, he shall report the case to the State Government. **(b)** Medical Officers on deputation to the jail department shall be entitled to the same conditions of service regarding pay, promotion etc, to which they are entitled in the medical department except that they shall be debarred from engaging in private practice and shall be given a compensatory allowance in lieu thereof as prescribed by the state Government.
Other Staff	**933.** Ministerial, technical, social workers, vocational and paramedical staff shall be governed and controlled by the concerned appointing authority in accordance with the service rule.
Appointment of vocational staff	**934.** Vocational staff shall be employed in such number and on such pay as may be sanctioned by the State Government.
Personal files and gradation lists	**935.** **(a)** The Director General (prisons) shall maintain a personal file of every officer appointed by him and shall also maintain a gradation list for each class of officers. **(b)** Every appointing authority shall maintain a personal file of every jail Officer appointed by him sePrving the jail department and also maintain a gradation list for each class of Officers.

CHAPTER- 41

THE SUPERINTENDENT

General Duties of the Superintendent	**936.** The general duties of the Superintendent of a prison are defined in section 11 of the Prisons Act,1894 (Act no. IX of 1894) The duties of the Superintendent in regard to offences and punishments, admission and releases, death, executions, accounts, etc,. are prescribed in the chapters of this Manual dealing with those subjects. The maintenance of certain records by the Superintendent is provided under Section 12 of the Act. Where there are Senior Superintendent and Superintendent both, the Senior Superintendent shall assign the works to the Superintendent in matters relating to discipline, security, labour, control, correctional work and maintenance of record. But this will not absolve Senior Superintendent of the superintending liabilities regarding these subjects.
Communications with the Director General/Inspector General and Deputy Inspector General	**937.** **(1)** The Superintendent shall freely communicate with the Director General and Deputy Inspector General with regard to all matters relating to his prison and shall at once report all important occurrences such as serious breaches of prison discipline, escapes, attempts at escape, recaptures, outbreaks, suicides, unusual sickness, epidemics or the like. **(2)** in case of any emergency for which sufficient provision has not been made in the rules, the Superintendent shall ask the Inspector- General for orders, acting in the meantime, to the best of his own judgment.
Superintendent to follow all statutory provisions and rules	**938.** The Superintendent shall make himself thoroughly acquainted with the provisions of the Prisons Act, 1894(Act no. IX of 1894), Prisoners Act, 1900 (Act no. III of 1900), and the rules contained in this Manual. He shall be responsible for the due carrying out of all statutory provisions and rules and the due execution of all sentences on prisoners committed to his charge.
Superintendent's order-book	**939.** The Superintendent shall maintain an "order-book" and shall enter therein all orders passed by him relating to the management and discipline of the jail. He shall satisfy himself that every such order is duly carried into effect. All officers entrusted in any way with the execution of any such order shall sign the order-book in acknowledgment of having seen and received the order.
Distribution of duties	**940.** **(1)** The Superintendent shall record in his order-book the distribution of duties among the subordinate officers of the jail staff in such a way that any responsibility for errors, dereliction of duty or defalcations may be fixed with precision. **(2)** The hours of attendance of the Superior staff shall be so fixed that at least one such officer is always present inside the jail throughout the day between the unlocking and the locking-up.

Staff's note-book	**941.** The Superintendent shall see that every member of the superior staff maintains a note-book in which he shall keep notes of orders affecting the various details of the administration of the jail. Format of the notebook shall be decided by the Director General (Prisons).
Change of duties of Officers	**942.** The Superintendent shall, so far as possible, so arrange that no officer, particularly no store-keeper, shall remain employed on the same duties for a period of more than one year at a time. All officers must be conversant with the working of all departments and shall be employed in each by turns. This will not ordinarily apply to the ministerial staff.
Visits to prison	**943.** The Superintendent shall visit the prison at least once on every working day and also 'when necessary on Sundays and jail holidays' He shall record in his order-book any non-compliance with this rule together with the reasons therefor.
Journal of visits and occurrence	**944.** (1) Every Superintendent shall cause to maintain on half margin foolscape a journal, in which following shall be recorded, as soon as possible, after the event – **(a)** the times at which he enters and leave the jail on each day, and the result of his weekly inspection of the prisoners, guards and premises, **(b)** every occurrence of importance connected with the management of the jail which has not otherwise been dealt with and which it is desirable to record for future reference. (2) The journal shall be forwarded to the Deputy Inspector-General of Range in the first week of the month following that to which it relates. The Deputy Inspector- General of Range shall return it with such remarks as he may consider necessary.
All business to be transacted within the jail limits	**945.** The Superintendent shall, as far as possible, transact all business connected with the jail within its precincts, and shall not, except in case of necessity, require the attendance of any subordinate officer outside the jail precincts.
Inspection of Prisoners in separate confinement	**946.** The Superintendent shall see every prisoner who is in separate confinement at least twice a week.

Inspection of other buildings and garden	**947.** The Superintendent shall inspect the barracks, yards, cells, and every other part of the prison including latrines and urinals at least once a week. He shall also occasionally inspect the quarters of the subordinate officers. He shall frequently visit the jail garden, and shall see that the vegetables supplied to the prisoners are fresh and wholesome.
Complaints and applications	**948.** The Superintendent shall on all occasions be ready to inquire into any complaints and to listen any application from a prisoner. If any prisoner expresses to any jail officer a desire to see the Superintendent, it shall be the duty of that officer to inform the Superintendent of the said fact.
Visits to the hospital	**949.** The Superintendent shall visit the hospital daily and shall see that proper arrangements are made for the safe custody of sick prisoners, and that prison discipline is maintained in the hospital as far as is consistent with the medical treatment of the prisoners.
Cleanliness	**950.** The Superintendent shall be responsible for seeing that the whole area of the jail and its buildings, the personal clothing and beddings of the prisoners, and all furniture, utensils and other articles in use in the jail are kept in the highest possible condition of cleanliness.
Inspection of cooked food	**951.** The Superintendent shall inspect daily, the cooked food prepared for distribution to the prisoners, and shall satisfy himself that they are of good quality and of proper weight. He shall be present at food distribution parades as often as possible, and shall inquire into any complaints made by prisoners concerning their food.
Testing of weights and scales	**952.** Once in every year the Superintendent shall test all weight and scale which are in use in the jail, factories, stores, kitchen, etc., and shall record the result of each test in his order-book.
Precaution for preventing escapes	**953.** The Superintendent shall direct every precaution necessary to be taken for preventing escapes and shall cause a daily examination to be made of all cells, doors, windows, bars, bolts, locks, fetters, handcuffs, fastening, etc .He shall require the Jailor to report daily the result of such examination in his report-book. On every Sunday and jail holiday a special head warder shall be made responsible for examining all gratings and fetters in the afternoon.
Special precautions for security	**954.** The Superintendent shall use his discretion in ordering such special precautions as may be necessary to be taken for the security for any important prisoner, whether he has received any warning from the Magistrate or not. As the Superintendent is the sole judge of what measures are necessary for the safe custody of the prisoners, he shall be held responsible for seeing that the precautions taken are reasonably sufficient for the purpose.

Responsibility regarding searches of barracks, etc	**955.** The Superintendent shall see that the Jailor and his subordinates comply with all the rules and orders regarding the searches of barracks and prisoners at the lock-up and selections of convicts for out-gangs and the safe custody and conditions of employment of convicts working in out- gangs.
Precaution against fire and earthquake	**956.** The Superintendent shall see that proper precautions are taken to prevent damage by fire to jail buildings and all State property contained therein. He shall draw up an order showing the duties of each member of the establishment on the giving of an alarm of fire. A copy of this order shall be hung up in the jail office. **Note-** For precautionary measures against fire and earthquake, see rule 607.
Prevention of overcrowding	**957.** The Superintendent shall take all necessary precautions to prevent overcrowding in any barrack. In the event of the prison being full, he shall immediately report the matter to the Director General (Prisons), and shall in the meantime adopt such temporary measures as the case may require.
Surprise visits	**958.** The Superintendent shall occasionally visit the prison at uncertain hours of day and the night, and shall satisfy himself as to the due observance of all rules and orders. At least twice a month he shall visit the prison at night and record a report in the order-book mentioning the time of his visit and stating whether night- guarding was being properly performed and whether he found that everything was in order. The night visit shall be made generally after 10 p.m. The Superintendent shall record the time and results of such visits in the journal maintained by him under rule 949 and shall submit to the Deputy Inspector General of the Range the details of such visits in the monthly journal.
Weekly parade	**959. (1)** The Superintendent shall hold weekly parades of prisoners in the jail on Mondays or Saturdays in addition to any other parades that he may think fit to hold. **(2)** The Medical Superintendent shall also be present at such parades. In winter months this parade may be held in the open air in the sun but in the hot months or on a rainy day the prisoners shall be paraded in a sheltered place such as the shady side of or inside a barrack. **(3)** At each parade the Superintendent shall satisfy himself- **(a)** that every prisoner is properly classified; **(b)** that every prisoner is provided with a properly written up history- ticket ;that weighments have been duly made and recorded on the tickets, and that prisoners showing a substantial loss in weight are duly set apart for medical inspection; **(c)** that the prisoners are clean and are duly provided with clothing, bedding and kit as required by the rules and that the articles supplied to them are properly marked and

	numbered and are clean and serviceable and in good condition; **(d)** that the convicts understand the remission rules and that remissions have been duly awarded and communicated to them; **(e)** generally, that the rules and orders applicable to prisoners are being carried out.
Inspection of arms	**960.** The Superintendent shall, quarterly a year, satisfy himself that the arms in the armoury are clean and in serviceable condition.
Special directions by Medical Superintendent	**961.** **(1)** The Superintendent shall give effect to all such written directions as the Medical Superintendent may give for separating prisoners suffering or suspected to be suffering from infectious, contagious or mental diseases. In all cases of actual or suspected infectious or contagious diseases, he shall give immediate directions in consultation with the Medical Superintendent for the cleaning or disinfecting of any places occupied by the prisoners affected, and for washing, disinfecting, fumigating or destroying any foul or suspected apparel bedding. **(2)** He shall give effect to any written requisitions and directions of the Medical Superintendent as to the supply of additional bedding or clothing to, or the alteration in the diet of, any prisoner as the Medical Superintendent may, for reasons of health, direct.
Presence at visits by the Director General/Inspector General (Prisons) and other visitors	**962.** When previous notice of the date and hour of visitor has been given, the Superintendent shall accompany the Director General (prisons) during his Inspection of the jail. He shall also be present at the visits of distinguished visitors, if requested to do so, at the half yearly inspection of the board of visitors and at the visit of official visitors.
Submission of return and reports	**963.** The Superintendent shall punctually submit to the Director General (Prisons) such yearly and other returns, statements, bill and vouchers as may from time to time be prescribed. He shall submit not later than 10th of January to the Inspector- General the annual report on the administration of the jail in such form as the Director General (Prisons) may prescribe.
Entries in service books	**964.** The Superintendent shall make annual entries in all service books in January each year.
Confidential annual remarks on subordinate staff	**965. (1)** The Superintendent shall submit to the appropriate authority by the 10th of April each year a confidential report of staff subordinate to him. **(2)** The following Instructions are laid down for the guidance of reporting officers:- **(a)** The report must be brief but complete in itself, it should be

	written in a narrative form indicating clearly the manner in which the officer has performed his duties during the year, his qualifications, ability and any other matter which may be of assistance in forming an opinion on the usefulness and capacity of the officer. **(b)** The report should contain information on the following points:- **(i)** temperament, manners, judgement, tact, ability, initiative, physique, activity, personal contact with prisoners, factory work; **(ii)** departmental efficiency- Knowledge of the jail Manual, Circular orders and Government orders as well as accounts and office procedure, control and treatment to staff, discipline, power of organization, keenness for internal economy and control of equipment and stores; **(iii)** general conduct and fitness. **(iv)** special remarks, if any; **(v)** integrity- Under this head state anything that may cast any doubt on the Officer's Integrity **(c)** When a Jailor or Deputy Jailor is transferred after service for a period of at least three months in a jail, the Superintendent shall forward a confidential report on him soon after his transfer, to the Deputy Inspector- General. Every Superintendent who is transferred or proceeds on leave shall record his remarks on Jailors and Deputy Jailor working under him for the information of his successor prior to his departure. **(d)** When the report on an officer is unfavourable and is likely to affect his future promotions the Superintendent should give reasons for his opinion and should specially state whether defects mentioned in the report have been brought to the notice of the officer concerned or not.
Integrity certificate in service books	**966.** **(1)** The Superintendent shall record each year along with annual remarks in the service books of Government servants and in the confidential reports of all gazetted officers a certificate of integrity in the following form: "Certified that nothing has come to my knowledge which casts any reflection on the integrity of……..…." **(2)** Vague and unsubstantial complaints against an officer may sometimes be sufficient to justify the withholding of integrity certificate. In cases where there is good reason to suspect the integrity of an officer but sufficient proof to warrant formal proceedings is not forthcoming, the certificate of integrity may be withheld.

Report regarding corrupt practices	**967.** The Superintendent shall submit a report to the Director General (Prisons) on 15th January each year, dealing with the prevalence of any corrupt practices in his jail and the measures taken to cope with them together with particulars of the persons detected and punished.
Engaging staff against vacant post	**968.** Whenever the Superintendent of any jail considers it necessary to entertain any establishment in excess of the sanctioned scale, he shall submit an application to the Director General (Prisons), giving full particulars of all establishments already sanctioned details of the establishment on leave or otherwise not available and required numbers of personnel's in order to get sanction. In no case shall the extra establishment be continued without fresh sanction after the period for which sanction was given has expired. After the sanction given by Director General, Superintendent may take the facilities of extra sweeper, barbers, driver, electricians, lab technicians, X-ray technicians, etc from outsourcing.
Superintendent not to leave the station without sanction	**969.** The Superintendent may not leave the station without having obtained the previous sanction of the Deputy Inspector General (Prisons) under intimation to Director General (Prisons).
Report of death of any jail officer	**970.** The Superintendent shall immediately report to the Director General, Deputy Inspector General Range and concerned Appointing Authority the death of any subordinate officer of his jail.
Institution and defence of civil suits	**971.** The procedure regarding the institution and defense of suits is given in the Legal Remembrance's manual and should be followed in every case. According to Section 80 of the Code of Civil Procedure 1908(Act no. v of 1908), notice of suits against the State Government is to be served either on the Secretary to Government or the Collector of the district. When a Superintendent receives a notice of threatened suits against the Government it is invalid and all he needs to do is to forward it the Collector for necessary action.
Relevant rules to be displaye	**972.**The Superintendent shall cause a copy of the rules relating to appeals, offences and punishment and remission of sentences to be affixed on the wall of each barracks and shall cause these rules to be read and explained to prisoners as provided in paragraph 53.
License for arms	**973.** All Superintendents are entitled to a license for one revolver or pistol for their protection if they apply for it. They have been exempted from the payment of the license fee in respect of such revolver or pistol.

CHAPTER- 42

THE MEDICAL SUPERINTENDENT, THE MEDICAL OFFICER AND PARAMEDICAL STAFF

Medical Superintendent and Medical Officer	**974.** **(1)** There shall be at least one Medical Officer in a jail who shall be in-charge of treatment of prisoners and staff and medical administration. **(2)** When there are more than one Medical Officers at a jail, the senior most Medical Officer shall be in-charge, hereafter referred to as the "Medical Superintendent". **(3)** The Medical Superintendent shall be overall responsible for the Medicare and health of prisoners.
Control and knowledge of rules and regulations for Medical Officers	**975.** **(1)** The Medical Superintendent shall be under the administrative control of the Superintendent. During the absence of the Medical Superintendent, the Medical Officer shall attend to his duties in the prison and vice-versa. **(2)** The Medical Superintendent shall be assisted by Medical Officers. The Medical Officer shall be under the orders of the Medical Superintendent in all matters connected with the care of the sick and other technical duties, but shall be subject to the orders of the Superintendent and the Jailor in all matters connected with the maintenance of order and discipline and with the general management of the prison. **Explanation.-** When an explanation is required for any irregularity committed by the Medical Officer attached to a jail, the Superintendent shall obtain it directly and submit it to the Director General with his comments thereon. If the Medical Officer has been transferred back to the Medical department, the Superintendent shall obtain the explanation through the Director of Medical Health Services and submit it with his comments to the Director General. **(3)** Medical Officers in jails are not permitted to engage in private practice of any kind, general or consultation. **(4)** When a Medical Officer is deputed in a jail, he shall make himself fully conversant with all rules and regulations connected with the medical administrations of the jail. He shall specially study Chapters XXII (Mentally ill prisoners), XXIII (Dietary), XXV (Hygiene and Epidemics), XXXII (Offences and Punishments), XXXXII (Medical Superintendent and the Medical Officer and the medical subordinate) of the Manual and comply with the provisions contained therein.
Instructions to be carried out by the Medical Superintendent and Medical Officer	**976.** The Medical Superintendent and Medical Officer shall carry out all instructions issued by the Director General (Prisons) and the Deputy Inspector General of Range relating to his duties and the manner in which they are to be performed.

Correspondence with the Director General/Inspector General	**977.** The Medical Superintendent may correspond with the Director General (Prisons) through the Superintendent of the Jail.
Intimation of disability of member of staff	**978.** The Medical Superintendent and Medical Officer, as the case may be, shall bring to the notice of the Superintendent of jail any facts (about the cause of illness of the officers and subordinate prison staff) that may be of importance and which shall enable him to determine their fitness for continued employment in the prison.
Supply of medicines and diet	**979.** **(1)** Medicines prescribed by the Medical Superintendent or Medical Officer for the treatment of jail officers and their families shall be supplied free from the jail hospital dispensaries. **(2)** Any special diet ordered by the Medical Superintendent or Medical Officer to a warder who is seriously ill and is admitted to jail hospital shall be supplied at the expense of the State Government.
Responsibility for health of prisoners and hygiene	**980.** **(1)** The Medical Superintendent and Medical Officer shall be responsible for all matters connected with the health, both physical and mental, of the prisoners and their treatment when sick and the hygiene of the jail and they shall also comply with the provisions of sections 13, 14, 15, 24 (2), 26, 29, 38 and 50 of the Prisons Act, 1894 (Act no. IX of 1894). **(2)** The Medical Superintendent shall ensure that the medical needs of prisoners in terms of ophthalmological care, dental care, physiotherapy and clinical testing for diabetes etc. are regularly attended to. **(3)** The Medical Superintendent shall organize de-addiction programmes for such prisoners who are known to be drug-addicts. **(4)** The Medical Superintendent shall inspect the stock of medicines kept in store once in every three months and satisfy himself that their expiry date and quantities are entered correctly in the stock register. He shall ensure that the medicines are used before their date of expiry. He shall inspect the instruments and equipment to ensure that they are being maintained properly and sufficient stock of articles are kept in reserve. **(5)** All indents by the Medical Officer shall be scrutinized and counter signed by the Medical Superintendent.
Daily visit	**981.** **(1)** The Medical Superintendent and Medical Officer shall visit the prison daily. One Medical Officer shall see all prisoners in separate confinement everyday. Medical Superintendent shall complete a full inspection of the jail premices once in every month. **(2)** If any epidemic or unusual sickness prevails, or any serious case of illness occurs, he shall visit the prison as often as may be necessary.

Examination of prisoner on admission	**982.** It is the incumbent on Medical Officer on duty to examine every prisoner as soon as possible after his admission and to record the necessary particulars in the prescribed registers as required by section 24 (2) of the Prisons Act 1894 (IX of 1894). Details shall also be recorded on the proforma prescribed by National Human Rights Commission, New Delhi. The Medical Superintendent shall verify the correctness of the record made by the Medical Officer in the injury register (as required by paragraph 22) and check it against the record in the Jailor's report book (required by paragraph 21).The Medical Officer shall immediately place before the Medical Superintendent, any record of injuries made since Medical Superintendent's last visit.
Mental health of prisoners	**983.** The Medical Superintendent and Medical Officer shall pay special attention to the mental health of prisoners, keeping under their special observation, any prisoners whose mental condition appears to require such observation and shall maintain an observation chart thereof. If necessary they shall take such steps as they may consider proper and fit with a view to their segregation, or removal to an appropriate institution.
Mentally defective prisoners	**984.** There are two distinct classes of mentally defective prisoners, namely– **(a)** mentally defectives– Generally a permanent condition; **(b)** Those suffering from mental aberration not amounting to insanity– A condition generally capable of recovery. In forwarding nominal rolls of mentally defective prisoners, the Medical Superintendent shall be careful to differentiate clearly between these two conditions and to give a history of the case with full notes on his mental condition.
Certificate of fitness to travel	**985.** The certificate of fitness to travel required by section 26 of the Prisons Act, 1894 (Act no. IX of 1894), shall be endorsed by the Medical Officer upon the transfer roll of the prisoner concerned.
Examination of prisoners complaining of illness	**986.** **(1)** The Medical Officer shall examine every prisoner complaining of any illness. He may direct that any prisoner be admitted to hospital or placed under observation or treated as an out-patient . **(2)** No prisoner shall be detained for observation in the hospital for more than 24 hours, without his name being noted down in a register, if his disease has not been diagnosed. After the expiry of that period, whether his disease is diagnosed or not his name shall be entered in the indoor register. The number of prisoners, along with the treatment advised, detained under observation shall be recorded in the hospital roll. **(3)** ***Malingerers***- When the Medical Officer is of the opinion that a prisoner is malingering he shall report, through his report book, the said fact to the Superintendent of jail.

Vaccination	**987.** The Medical Officer shall vaccinate or cause to be vaccinated every newly admitted healthy prisoner as soon as convenient after arrival in jail, if necessary. Children received in jail with their mothers or born in jail shall also be similarly vaccinated. The Medical Officer has, however, the discretion to dispense with such vaccination or re-vaccination in any case in which he considers it unnecessary, because the prisoner is already sufficiently protected or his sentence is too short, or for any other sufficient reason which should be recorded on the history ticket of the prisoner concerned. A vaccination register shall be maintained in which the result of all vaccinations shall be entered. In the case of children entry may be made on the history tickets of their mothers.
Weekly parade	**988.** The Medical Superintendent shall be present during the Superintendent's weekly parade. He shall observe the general state of prisoners' health, and see that they are clean and free from all diseases. He shall pay special attention to any signs of a scorbutic or anemic tendency, skin diseases or any deterioration in health conditions. He shall also examine the prisoner's clothing and bedding to see that they are adequate and clean. He shall examine the drainage, ventilation, drinking water and conservancy arrangements of the prison. He shall randomly examine the records of prisoners,' weighments and satisfy himself that the weighments are being properly carried out and recorded. He shall examine all prisoners who have lost substantially in weight.
Engagement of Private Doctors in case of vacancy	**989.** In case of vacancy against sanctioned post of doctors at a particular jail the Director General will engage private doctors as per requirement on such terms and conditions as may be specified by State Government from amongst the panel of doctors detailed by the committee headed by District Magistrate of the concerned district as per para 991.
Engagement of Specialist Doctors	**990.** Ordinarily all treatments of the prisoners shall be provided by jail doctors. If the services of specialised doctors viz cardiologist, orthopaedic surgeon, neurophysician, dermatologist, gyneocologist, radiologist dentist, etc. are required specialists doctors may be engaged by District Magistrate from amongst the panel recommended by the committee as provided in para 991. They may be engaged on the basis of their services provided like visits on call or duration of their services, viz, hourly, weekly etc.
Constitution of the committee for empanelment of Doctors and	**991. (1)** There shall be a committee to recommend the doctors and specialist to empanel for the purpose of taking the services of doctors in jail. This committee shall comprise of following members-

Specialist Doctors	**(a)** District Magistrate of the concerned district– Chairman; **(b)** Chief Medical Officer – Member; **(c)** Superintendent of the concerned jail- Secretary Member; **(2)** Detailed guideline shall be issued by government regarding terms and conditions etc., for availing the services of doctors and specialist doctors as mentioned in foregoing paras 989 and 990.
Inspection of jail precincts	**992.** At least once in every week, the Medical Superintendent shall inspect every part of the jail and its precincts, and shall satisfy himself that nothing exists therein which is likely to be injurious to the health of the prisoners. He shall particularly examine the drainage, water-supply and conservancy, and see that arrangements for the ventilation of sleeping barracks, workshops, cells etc. are satisfactory.
Inspection of cook-houses and rations	**993.** The Medical Officer shall inspect the cook-houses at frequent intervals, and shall at such inspections examine the uncooked rations and test the quality and weight of the cooked rations.
Prisoners in solitary and separate confinement	**994.** Under section 29 of the Prisons Act, 1894 (Act no. 9 of 1894) every prisoner in solitary confinement must be visited every day by the Medical Officer.
Hospital order book	**995.** **(1)** The Medical Superintendent shall maintain a "Hospital Order Book" in which he shall enter all directions given by him, concerning the duties of the medical staff, the management of the hospital, the treatment of the patients and other matters. **(2)** The Medical Superintendent and the Medical Officer shall keep a journal in which they shall record every visit they pay to the prison, time of entering and leaving the prison, the parts of the prison or classes of prisoners visited, the number of sick persons in prison. The journal shall be submitted to the Deputy Inspector General through the Superintendent. While doing so they shall make specific note of the following: **(a)** any occurrence of importance connected with the treatment of prisoners; **(b)** any marked increase in the number of out-door or in-door patients and its apparent cause.
Medicines for specialized treatment	**996.** Where a prisoner is undergoing specialized treatment and any medicine is prescribed by the Medical Officer or a specialist, which is not available at the jail hospital, it shall be purchased locally by the Superintendent.
First aid boxes	**997.** Every District Jail shall have ready for use at least three, and every Central Prison at least four first-aid boxes containing such equipment as may be prescribed by the Director General. They shall be fixed at suitable places, such as the verandah of the dispensary, workshops or at the main gate. The Medical Superintendent shall see that a suitable number of warders, convict warders and convict overseers have received training in First-Aid.

Cleanliness of clothing and bedding in hospitals	**998.** **(1)** The Medical Superintendent shall take measures to ensure the cleanliness of the clothing and bedding issued for hospital use and shall make effective arrangements for the boiling, washing and disinfection of these articles. **(2)** All cotton clothing and bed sheets in use in the hospitals should be washed once a week. Such articles as get soiled with urine, blood or discharge etc., should be changed promptly and washed as soon as possible thereafter. The Jailor shall facilitate the Medical Superintendent for washing and cleaning of such clothing.
Bed head ticket and temperature charts	**999.** **(1)** The Medical Superintendent shall cause to be maintained for each patient admitted to hospital, a temperature chart and a bed-head ticket, on which shall be entered daily a short note of the symptoms, treatment and diet. **(2)** The number of sick in hospital shall be daily recorded in the Hospital Roll of sick in a register. Their treatment and diet shall be recorded in the Bed Head Ticket and Health Card.
Cleanliness and other amenities in hospitals	**1000.** The Medical Superintendent shall see that the hospital compound is kept as clean and bright as possible. A flower garden shall also be maintained, if water is available.
Stretchers and wheel chairs	**1001.** Every hospital in jail shall be provided with stretchers and wheel chairs in sufficient numbers.
Patients requiring attendance at night	**1002.** The Medical Officer shall place all sick prisoners who from the gravity of the nature of their illness require attendance and nursing at night in a hospital ward.
Record of particulars of relatives or friends	**1003.** When any prisoner is seriously ill, the Medical Superintendent or Medical Officer will enquire from him the name, address and phone number of his nearest relative or friend, and will note it for the purposes of paragraphs 64 and 612.
Removal to outside hospital for treatment	**1004.** **(1)** On the advice of the Medical Superintendent of the jail and after obtaining the approval of Chief Medical Officer, and thereafter the sanction of the Deputy Inspector General of Range, the Superintendent may remove to the local government hospital, or to any other medical centre in the State, any prisoner who is suffering from a disease which cannot be properly treated in the jail or who should undergo a surgical operation which cannot be properly performed in the jail. However, if such prisoner is referred to any higher medical centre by the competent medical officer from such hospital, no fresh sanction is required. If the removal of the prisoner is necessary to a

	hospital or to a medical centre outside the State, the sanction of the Director General (Prisons) shall be obtained. If the Medical Superintendent of the jail is of the opinion that the delay involved in obtaining the sanction of the Deputy Inspector General (Prisons) would endanger the prisoner's life, or deteriorate severely the health of prisoner, the transfer may be made to such hospital out of the jail. Intimation to this effect shall invariably be sent to the Court concerned (in case of an undertrial prisoner) and Deputy Inspector General jail. Formal sanction shall be taken later on. **(2)** Chief Medical Officer shall, however, exercise the utmost possible care in recommending prisoners for treatment in outside institutions. **(3)** A patient should not be removed to the district hospital or other higher medical centres from the jail until actually required for operation or treatment or for medical investigation. **(4)** The Superintendent shall, when sending the patient inform the hospital authorities that he is still under custody. **(5)** Whenever a prisoner is removed to an outside medical centre, the Superintendent of Police shall detail a guard for the purpose of escorts, and to watch and ward over such prisoner on the request of the Superintendent. **(6)** As far as possible, a separate ward in the outside hospital shall be declared as a prisoner ward. A team of security personnel shall be deployed for such prisoner ward. **(7)** In case, any prisoner sent for the purpose of higher treatment is not admitted in higher centre within State on the same day, the prisoner shall be lodged in nearby prison, as decided by the Deputy Inspector General (Prisons) of the concerned range. The escort shall be arranged by the parent jail. **(8)** The Superintendent shall make an enquiry himself or through his subordinate officers from the hospital from time to time as to the prisoner's progress and his security. It is important that with a view to prevent escapes or other misconduct the patient should not be kept in the outside hospital or any other higher medical centre longer than absolutely necessary and his early return to the jail after treatment should be arranged for. He may subsequently be admitted to the jail hospital for his convalescence, if necessary. **(9)** If a prisoner is admitted in outside jail hospital for more than seven days and sufficient reason does not exist, Superintendent may request District Magristrate of the district where the hospital is situated to constitute a medical board to ascertain the requirement of his stay in hospital.
Training of prisoners as sick attendants	**1005.** The Medical Superintendent shall select intelligent long-term convicts for training as sick attendants, preparatory to their employment as hospital orderlies.

Infirm and convalescent gangs	**1006.** The Medical Officer shall place in the infirm gang all old and infirm prisoners, and in the convalescent gang all prisoners who are recovering from serious illness or are otherwise out of condition. Infirm gangs shall be kept within the hospital enclosure. The prisoners in infirm and convalescent gangs shall be allowed extra rest for at least one hour after unlocking and for two hours at midday.
Labour, diet and clothing for infirm and convalescent gangs	**1007.** Prisoners in infirm, weak and convalescent gangs shall be given such light labour and extra articles of diet and clothing as the Medical Officer considers necessary. The Medical Officer shall inspect the infirm gang daily and the convalescent gang once a week.
Coolers and Ambulance	**1008.** **(1)** Hospital ward barracks shall be equipped with coolers in reasonable numbers during the hot weather. **(2)** Jails having the population of 1000 or more prisoner shall have one ambulance and the jails with population of 2000 or more prisoners shall have two ambulances.
Post-mortem examination	**1009.** In all cases of death, the Chief Medical Officer shall conduct or cause to be conducted a postmortem examination and shall record in the prescribed form a full report of the case and the cause of death as determined by the said examination.
Hospital register	**1010.** The Medical Superintendent shall see that the prescribed hospital registers are written up daily and shall initial the entries. He shall punctually submit the prescribed returns, and shall furnish any other information regarding the medical administration of the prison which the Director General or Courts may require.
Excessive mortality to be reported	**1011.** Whenever the mortality in any jail during any month exceeds one percent per annum the Medical Superintendent shall send a report to Director General through the Superintendent with explanation of the cause of such excess mortality, adding any observations he may have to offer thereon. In cases of any unusual mortality he shall make a special report on the subject for transmission to the State Government through the Director General.
Treatment of jail officers	**1012.** The Medical Officer shall, subject to the directions of the Medical Superintendent, treat all jail officers and their families as a part of his regular duty.
Report book	**1013.** The Medical Officer shall accompany the Medical Superintendent on his visits to the jail. He shall comply with instructions of the Medical Superintendent. He shall enter in his report book for the orders of the Medical Superintendent all occurrences of importance connected with his charge, and all defects he has observed or other matters he has noticed affecting the sanitation of the prison or the health of the prisoners which may require the orders of the Medical Superintendent.

Examination of prisoners on admission	**1014.** The Medical Officer on duty for the examination of new admissions, shall follow the procedure prescribed in paragraphs 20, 21 and 986 But it shall be the duty of the Medical Officer to place before the Medical Superintendent the record of any injuries made since Medical Superintendent's last visit (vide paragraph 988).
Monthly weightment of prisoners	**1015.** In all jails, the Medical Officer shall superintend the monthly weightment of prisoners and shall record each prisoner's weight on his history ticket. He shall parade before the Medical Superintendent all prisoners who are losing weight.
Weightment of oil and condiments and examination of food	**1016.** **(1)** The Medical Officer shall cause to be weighed in his presence and the presence of the deputy Jailor in-charge of the circle, all oil, salt and condiments which form a part of a prisoner's diet. He shall also cause them to be added to the food both in the morning and evening meals. **(2)** The Medical Officer shall examine the food before it is distributed to prisoners and record in his report book daily whether it was of good quality, properly prepared and cooked.
Deaths and infectious diseases	**1017.** **(1)** The Medical Officer shall without delay report to the Superintendent and Medical Superintendent every death that occurs in the Jail. **(2)** The Medical Officer shall inform the Medical Superintendent of any cases of suspected epidemic diseases or dangerous illness.
Sick prisoners	**1018.** **(1)** The Medical Officer shall at once visit all prisoners complaining of sickness and give them such treatment as may be necessary. He shall admit urgent cases at once into the hospital and bring them to the notice of the Medical Superintendent at his next visit. **(2)** The Medical Officer shall maintain a record of all sick or infirm prisoners who are required to attend the hospital daily and mark their daily attendance. He shall maintain a similar record of prisoners who are losing weight and shall mark the attendance of such of them as are required to attend hospital daily or at regular intervals.
Prisoners admitted to and discharged from the hospital	**1019.** **(1)** The Medical Officer shall give a receipt to the Jailor for all prisoners detained or admitted by him to the hospital and shall supply such prisoners with hospital clothing and other articles of equipment according to requirements. He shall visit indoor patients in morning as well as in the evening hours. **(2)** He shall make over all prisoners discharged from hospital directly to the Jailor and shall take a receipt for each prisoner.

	(3) Every case, or suspected case, of infectious diseases shall immediately be segregated and the strictest isolation shall be maintained until the Medical Superintendent considers it safe to discontinue the precautions. The Medical Superintendent shall give written instructions as to the cleaning, disinfecting or destroying of any infected clothing or bedding, and shall satisfy himself that the said instructions are carried out.
Disinfection of clothing	**1020.** The prison clothing of every prisoner admitted to hospital shall be disinfected, boiled, washed and repaired before being placed in the store-room.
Hospital attendant	**1021.** Convicts employed as hospital attendants shall work under the immediate orders of the Medical Officer. They shall be specially selected from ordinary well-behaved long-term convicts and trained for this duty. Ordinarily the proportion of such attendants shall not exceed one to ten patients.
Post Surgical cases	**1022.** The Medical Officer shall attend to all post surgical cases and see that the dressings and bandages are clean, of good quality and properly applied.
Diet requisitions	**1023.** The Medical Officer shall from time to time prepare and send to the Jailor a diet requisition showing the number of prisoners in hospital and in infirm, weak and convalescent gang, and the rations required for them. He shall cause to receive the rations from the grain store keeper, and shall be responsible for seeing that the quality is correct.
Cooking for patients	**1024.** The Pharmacist shall be responsible for the receipt of ration and preparation of the food for sick prisoners. This shall, however, not absolve the warder in-charge of the ward of responsibility of any irregularities found in the hospital kitchen.
Leave of medical and paramedical Staff	**1025.** Medical Officers, staff nurses, pharmacists, nursing assistants and lab technicians and other medical staff attached to prisons shall not, while on duty, leave the prison premises without the permission of the Medical Superintendent and the Superintendent. The Superintendent shall grant casual leave to the Medical Superintendent and Medical Officers attached and posted to the respective prison. However, in case a substitute from outside is necessary during the leave period, the Medical Superintendent in respect of Medical Officer and the Chief Medical Officer in respect of Medical Superintendent shall be consulted before such leave is granted.
Duties of Medical Superintendent, Medical Officer, Pharmacist and Medical	**1026.** In addition to the duties and responsibilities elsewhere prescribed in the rules contained in the manual the general duties and responsibilities of the Medical Superintendent, Medical Officer, Pharmacist and Medical subordinate shall be as follows:- **(1) Medical Superintendent shall:-** **(i)** be in charge of the hospital;

Subordinate	**(ii)** be available to attend to any prisoner who complains of illness or who appears to be ill and have him removed to the hospital or the place for medical examination; **(iii)** attend to sick prisoners in the hospital and other patients visiting the hospital, supervise the issue of medicines and supervise food and extra diet. He shall satisfy himself that his orders in this regard are being carried out properly; **(iv)** ensure that all medicines in the hospital are properly arranged, labeled and stored in a safe place by the pharmacist; **(v)** examine the wells and other sources of water supply and bring to notice of the Superintendent any defects with regard to the quality of water supplied, to get examined every day all tanks and vessels in which water is stored or conveyed and to prepare samples of water for analysis as and when required; **(vi)** to make appropriate arrangement for the visit of expert doctors and to take necessary action to implement their suggestions and advice of expert doctors. **(1) The Medical Officer shall–** **(i)** attend the sick admitted in hospital in the forenoon and at the time of lockup and other patients attending the hospital and carryout the directions of Medical Superintendent regarding the issue of medicines, preparation of food and extra diet to the sick and to the prisoners in infirm and convalescent gangs; **(ii)** be responsible for the maintenance of order and discipline and the safe custody of the prisoners in hospital and see that the wards and buildings of the hospital are kept locked and properly secured; **(iii)** assure himself of the cleanliness of all barracks, godowns, cells, latrines, etc. in the hospital enclosure; **(iv)** be responsible for the safe custody of medicines, surgical instruments and hospital equipment of all kinds. He shall keep the medicine almirahs locked and the poisons in a separately locked almirah, which shall be inaccessible to any prisoner including those working as a sick attendant and shall keep the key of that almirah in his charge; **(v)** see that the Pharmacists and other hospital attendants perform their duties efficiently and regularly; **(vi)** cause to maintain all hospital registers and prepare and dispatch all indents and other returns on the prescribed dates; **(vii)** make a round of the jail daily, visiting all workshops and working gangs and personally inquire from the warders incharge, if his services are required; **(viii)** inspect latrines, drains etc. and note all sanitary defects; **(ix)** visit the jail officers quarters once in a month and record the result in the hospital report-book; **(x)** ensure that every suspected case of infectious disease viz., pulmonary tuberculosis, malaria, venereal disease, skin disease like scabies, mumps, measles, leprosy shall immediately be segregated and strict isolation be maintained until the Medical Superintendent reconsiders it safe to discontinue such

	precautions; **(xi)** give written instructions to the medical subordinate as to cleaning, disinfecting or destroying of any infected clothing or bedding and shall satisfy himself that the same are carried out; **(xii)** examination of prisoners on admission and transfer; **(xiii)** recommend the release on account of sickness; **(xiv)** make arrangement for pregnant women, birth of children and the care of infants; **(xv)** take steps for control of infections, diseases and epidemics. **Note –** **(A)** When more than one Medical Officer including Medical Superintendent are employed in a prison, the turns of duty and relief shall be so arranged that one of them is always present in the prison throughout the day. However, one of the Medical Officer shall remain present in the jail lines between locking-up time and unlocking to attend to any urgent or serious case. **(B)** When there is only one Medical Officer, he shall perform all duties prescribed in the preceding paragraphs, but his ordinary hours of attendance shall be from 7 a.m. until the Medical Superintendent has visited the jail, and again from 3 p.m. until locking up. He must be ready to attend at other times whenever his services are required. He shall visit the hospital at night when necessary and shall ensure that all serious cases be provided with treatment and food as prescribed. **(C)** Prisoners showing signs of mental illness shall not, if they are dangerous or noisy be kept in the hospital but shall be kept in the separate cell. **(3) Pharmacists-** Pharmacist shall work under the orders of the Medical Superintendent and Medical Officer in matters connected with the medical work of the jail, and of the Superintendent and the Jailor in other matters. He shall help the Medical Officer in distributing medicines, taking temperatures and weighing prisoners. He shall also:- **(i)** prepare expiry register of medicine; **(ii)** maintain a kit of life saving drugs; **(iii)** keep the poisonous and dangerous medicines given for distribution in safe custody; **(iv)** sterilize the syringes and other instruments; **(v)** provide First Aid and attend to emergency cases in absence of Medical Officer; **(vi)** assist the Medical Officer in medico legal examination and treatment;

	(vii) dress and stich the injuries; **(viii)** treat in-patients and out-patients as advised; **(ix)** ensure cleanliness in hospital and to get the foods prepared for hospitalized prisoners under his supervision; **(x)** maintain stock of medicine, beddings and clothes used for hospital and to take weightment of prisoners; **(xi)** prepare and keep such records and returns as are required by Medical Superintendent and Superintendent; **(xii)** carry out any other orders of the Medical Officer regarding management of jail hospital and treatment of prisoners. **NOTE-** If there are more than one pharmacists at jail, Medical Superintendent and Medical Officer shall ensure that there is always one pharmacist present in the jail round the clock. **D. Medical Subordinates-** Medical Subordinates shall work under the orders of Medical Superintendent and Medical Officers in matters connected with the medical work of the jail and of the Superintendent and Jailor in other matters.

CHAPTER- 43

JAIL OFFICERS

Complaint by prisoners	**1027.** Every jail officer shall treat the prisoners with good temper, humanity and strict impartiality and shall listen to and report any complaint or grievance, while at the same time maintaining strict discipline and enforcing observance of the rules and regulations.
Prohibition against striking prisoners	**1028.** No jail officer shall strike any prisoner otherwise than unavoidably in self-defence or in the last resort to prevent a violent disturbance. He shall in either case use no more force than is absolutely necessary.
Unnecessary conversation with prisoners prohibited	**1029.** No jail officer shall unnecessarily converse with a prisoner or allow any undue familiarity on the part of prisoners towards himself or any other jail officer, nor shall he on any account speak of his duties or of any matter of discipline or of prison arrangements with or within the hearing of a prisoner.
Prohibition against intimacy with prisoners' relatives	**1030.** Jail officers shall avoid intimacy with prisoner's relatives or friends outside the jail and shall not visit the house of any prisoner, convict or his relative or friend.
Prohibition against engaging in any trade etc	**1031.** No jail officer shall directly or indirectly engage in any trade, business or employment other than his legitimate duties.
Prohibition dealing with contractors and receiving gratuity or presents	**1032.** No jail officer shall directly or indirectly be concerned in any contract or agreement for the supply of any article to the jail and he shall also not receive directly or indirectly any fee, gratuity, present or loan from any contractor or supplier, or from any prisoner, prisoner's friend or any person visiting the jail.
Relationship with another officer or prisoner	**1033.** If a jail officer is in any way related to or connected with another officer employed in the same prison or with any prisoner confined in that prison, he shall forthwith report the fact to the Superintendent who may take such action as he considers necessary.
Permission to keep cattle	**1034.** No jail officer shall feed or keep any animals such as horses, cattle, sheep or goats, without the written permission of the Superintendent and such permission may be granted only when the animals are required for his own or his family's use.
Refusal of entry of unauthorized persons	**1035.** No jail officer shall permit any person to enter the jail without proper authority.
Jail quarters	**1036. (1)** Every jail officer for whom residential quarters are provided shall reside there in and he shall be held responsible for the cleanliness of his premises. **(2)** No officer occupying jail quarters shall permit any person not being a member of his family or a relation to remain for the night in his quarters without the permission of the Superintendent.

Communication to mass media and outsiders	**1037.** **(1)** No jail officer other than the Superintendent shall give information to the public or mass media or converse with persons not employed in the prison regarding the affairs of the jail or any occurrence taking place in or connected with the jail. **(2)** No jail officer shall report to the mass media or to non-officials or to officials other than the official competent to deal with his case, for the redressal of any of his own grievances or the grievances of any other Jail Officer or class of officers.
Respect towards superior officers and visitors	**1038.** Every jail officer shall at all times treat his superior officers with respect and see that the prisoners show no disrespect to anyone visiting the jail.
Private employment of prisoner and employment of ex-convict	**1039.** **(1)** Jail officers are prohibited from employing any prisoner directly or indirectly for the private benefit or advantage of themselves. **(2)** No jail officer shall employ an ex-convict in any capacity in his service without the previous permission of the Director General.
Information t relieving officers	**1040.** Every jail officer while on duty shall remain within such limits as are fixed for his post by the Superintendent or the Jailor. It shall be his duty, on relief, to inform the officer relieving him of all matters of special importance concerning his charge and of any directions he may have received regarding any particular prisoner.
Acquaintance with rules and regulations	**1041.** Every jail officer shall make himself acquainted with the rules and regulations relating to his office.
Male officers not to enter female enclosures	**1042.** **(1)** No male jail officer shall at any time enter any enclosure reserved for female prisoners unless he is authorized to do so under the rules and is accompanied by another male officer. **(2)** The female head warder and female warder shall not allow any male person to enter the female enclosure without proper authority. If any male jail officer or any male prisoner, without proper authority, at any time enters, or attempts to enter any ward or portion of the prison reserved for occupation by female prisoners, the female head warder or female warder on duty shall make a report forthwith to the Jailor or the Superintendent.
Prohibition against entering cells at night	**1043.** No jail officer shall enter a cell occupied by a prisoner at night unless accompanied by another officer and then only in the case of emergency.

Detection and prevention of entry of prohibited articles	**1044.** All jail officers shall keep a careful watch in order to detect and prevent any person from securing or hiding prohibited articles for any prisoner and shall immediately report any such occurrence. They shall immediately apprehend any suspicious person found loitering and bring him before the Superintendent or the Jailor.
Report of misconduct and breach of rules	**1045.** Every jail officer shall forthwith report to the Superintendent or other superior officer of jail, of any misconduct or deliberate breach of any prison rule or regulation on the part of any subordinate jail officer or of any prisoner, which may in any way come to his knowledge.
Charge report	**1046.** A report of the date on which a superior jail officer or a Medical Superintendent makes over or takes over charge shall be made immediately to the Director General (Prisons).
Absence from duty	**1047.** Any jail officer who is unable, by reason of illness or from any other cause to attend to the regular performance of his duties shall immediately inform the Jailor with reasons for such absence.
Leave on Sundays and other holidays	**1048.** The Superintendent may grant leave to such officers as can be spared on Sundays and other jail holidays. Officers on Sunday leave shall be exempted from all duties after the locking-up on Saturday until the morning of the Monday following, while officers on leave on other jail holidays shall be exempted from duties between the unlocking and the locking-up of the jail.
Communication of address during absence	**1049.** Whenever a jail officer proceeds on leave or is absent from the station he shall leave his address at the jail office and keep it informed of any subsequent change of address. Whenever a Superintendent proceeds on leave, he shall communicate his address to the Director General.
Jail officers to note certain sections of the Act	**1050.** All jail officers shall note the provisions of sections 8, 9, 10, 21, 22, 37, 42, 43 and 54 of the Act.
Subordination of jail officers	**1051.** With the exception of the Superintendent and Medical Superintendent, all officers other than the Jailor, employed in a jail, shall be subordinate to the Jailor within the meaning of section 54 of the Act.
Prohibited articles	**1052.** The State Government under clause (13) of section 59 read with clause (9) of section 3, of the Prisons Act 1894 (Act no. 9 of 1894) declares the articles specified below as prohibited articles, and whoever contrary to any rule introduces or removes, or attempts to introduce or remove, any such article into or from any prison, or supplies or attempts to supply any such article to any prisoner outside the boundary of a prison is liable to be punished under section 42 of the said Act. All jail officers shall make every effort to prevent the introduction, removal or supply of such articles, as are listed below:- **(a)** spirituous or fermented liquors of any kind;

	(b) opium, preparations of opium or intoxicating drugs; **(c)** implements for smokings such as chilums, etc.; **(d)** all explosive or poisonous articles or materials for making fire or materials which would cause disfiguration; **(e)** bullion, metal, money, currency notes, valuable securities, jewellery or ornaments of any kind and articles of value of every description; **(f)** printed or written matter, letters and materials and appliances of whatever description for printing or writing other than permitted by the Superintendent. **(g)** except for those permitted for use in prison routine and discipline, knives, arms, ropes, string, bamboos, ladders, sticks, all materials of whatever description which are capable of being converted into string or rope or chain, any article likely to facilitate escape or implements of any kind: Provided that the restrictions about carrying arms inside the jail shall not apply in the case of shadows accompanying Minister, Ministers of State and S.P.G. Protectee persons at the time of their inspection of jails. **(h)** any wireless or electronic means of communications like mobile phones, pagers, internet, etc and any photographic or recording equipment, except those permitted for the official use by the Superintendent; **(i)** Obtaining or possessing or attempting to obtain or possess such article / equipment by use of which an injury may be caused to a prisoner, jail employee or any other person; **(J)** any other article not expressly provided by the State Government for the health, discipline, clothing, dieting and use of prisoners or not allowed for the use of prison officers or of persons other than prisoners or prison officers employed in connection with a prison.
Offences rendering jail officers liable to prosecution or punishment	**1053.** Any jail officer guilty of any of the following acts or omissions shall be held to have violated or neglected his duties and is liable to be prosecuted under section 54 of the Act or to be punished departmentally :- **(a)** sleeping while on duty by day or by night; **(b)** neglecting to arrange for the safe custody of ladders, bamboos or anything likely to facilitate the escape of a prisoner, allowing tools and implements to lie about out of their appointed places or neglecting to lock them up under the regulations of the prison; **(c)** leaving prisoners within or without the jail unattended by an officer or other authorized person or allowing prisoners to leave their work or their files unattended on any pretext whatever; **(d)** leaving a cell or principal door unlocked or leaving the keys in a door or lying about; **(e)** entering an occupied cell at night, except in an emergency; **(f)** wilfully neglecting to report the wish of a prisoner to see the

	Superintendent of the Prison, the Medical Superintendent or other official visitor; **(g)** permitting persons unconnected with the prison to hold communication with a prisoner either within or without the prison walls or allowing strangers to enter any buildings occupied by prisoners or to mingle with them while at work or on the march unless under sanction of proper authority; **(h)** neglecting to examine the fastenings of any buildings or of any prisoners or any other fastenings committed to his charge and to search wards, cells and persons or prisoners committed to his charge; **(i)** omitting to count the prisoners under his charge going to and returning from their work, and at such other intermediate times as the Superintendent may direct; **(J)** willful disobedience of or neglect to carry out any lawful order given to him by competent authority; **(k)** tampering or manipulating official records, official documents or governmental property; **(l)** wrangling or disputing with officers or visitors; **(m)** making frivolous or false complaints; **(n)** an act of connivance with prisoners or any other person against the prison administration or prison personnel; **(o)** appearing on duty in a state of intoxication from liquor or other psychotropic substance.
Acquittal in a criminal case and Departmental cognizance in certain cases	**1054.** **(1)** When an officer has been prosecuted in a criminal Court and has after trial on the merits of the case, been declared innocent of the charge brought against him, the decision shall be accepted as final and such officer shall not be punished departmentally when the offence for which he was tried constitutes the sole ground for punishment. **(2)** If, however, such officer is acquitted on technical grounds or if the facts established by the judicial investigation show that his conduct and character have not been such as befit an officer of the jail, the Director General (Prisons) may, after fully recording his reasons, take departmental cognizance of the offence or of such conduct or character.
Punishment	**1055.** Subject to the provisions of any law or other rules governing his conditions of service, a prison officer who shall at any time be found to be guilty of any breach of prison rules, neglect or violation of duty or other misconduct shall be liable to punishment by the Senior Superintendent/ Superintendent and the Director General in accordance with the Uttar Pradesh Government Servant (Appeals and Punishment) Rules, 1999.
Summary punishments	**1056.** In all cases of summary punishments, the Superintendent shall record in his order book and the punishment register as well as in the service book of the officer concerned, the offence committed and the punishment awarded shall be accordance with the provisions of Uttar Pradesh Government Servant (Appeals and Punishment) Rules, 1999.

Procedure in cases which cannot be dealt with summarily	**1057.** When the Superintendent is of opinion that any jail officer is guilty of an offence which cannot be adequately punished by any of the penalties he is empowered to inflict in a summary manner, he shall conduct a full investigation and draw up a complete record of the proceedings. The enquiry shall be conducted in the manner provided in the Uttar Pradesh Government Servant (Disciplin and Appeal) Rules, 1999.
Procedure on completion of enquiry	**1058.** If, after the investigation referred to in the preceding paragraph is complete, the Superintendent finds any of the charges proved, he may either:- **(a)** award any of the punishments he is empowered by the rules to inflict; or **(b)** refer the case to the competent authority, if he considers that more severe punishment is required than he is empowered to inflict. If the Superintendent takes action under (b) above, he shall forward the chargesheet together with his findings and as complete record of the case to the said competent authority for orders.
Report when departmental action considered inadequate	**1059.** When in the opinion of the Superintendent any officer is guilty of an offence which cannot be adequately punished departmentally, he shall forthwith refer the case to the Director General (Prisons) for orders.
Petty misdemeanors	**1060.** Punishments shall be inflicted only when they are necessary in the interest of the public service. Petty misdemeanors not requiring any formal punishment, may be dealt with by entry in the Superintendent's order book.
Record of punishments	**1061.** All formal censures and other punishments shall be recorded in the service book and character roll of the officer concerned.
Recovery of loss to Government	**1062.** Before any recovery of any pecuniary loss caused to Government is ordered, the grounds thereof shall be reduced to writing and the explanation of the officer shall be obtained and considered by the competent authority.
Vacation of quarters by officer under suspension	**1063.** Any officer who is under suspension may be required to vacate the quarters allotted to him and quit the jail premises and shall not, without the sanction of the Superintendent, re-enter the jail premises.
Copies of order of punishment to be supplied free	**1064.** Any jail officer who has been punished departmentally with any of the punishments specified in paragraph 1055 may apply to the Superintendent or the Director General (Prisons) for a copy of the order of punishment and the Superintendent or the Director General (Prisons) shall cause such person to be supplied free of charge with a true copy of such order without delay.

Communication of adverse entries	**1065.** The Superintendent shall communicate to the officer concerned every adverse entry made in his service book.
Appeals	**1066.** Every jail officer has the right of appeal to the next higher authority from the order of disciplinary authority other than Director General (Prisons) through the Superintendent within two months of the date of order.
Appeals to State Government	**1067.** **(1)** Every officer of a prison who has been punished by the Director General (Prisons) may prefer an appeal to the Government within six months of the date of receipt of the order. **(2)** If the Director General/Inspector General (prisons) enhances a punishment on appeal, a further appeal to the Governor shall lie within the period prescribed for the filing of appeals.
Time taken in obtaining copies	**1068.** The period of limitation prescribed for appeals shall be exclusive of the period spent in supplying copies of the order.
Power of revision	**1069.** The Governor and the Director General (Prisons) reserve to themselves the power of calling for the records of any case and revising any order whether appeal against such order has been submitted or not and whether the period of limitation has expired or not. Provided that where it is proposed to enhance the penalty imposed by any such order, the government servant concerned shall be given opportunity of showing case against the proposed enhancement.
Re-employment on removal and discharge	**1070.** No jail officer who has been removed or discharged shall be re-employed in the jail department without the sanction of the Director General (Prisons) or in the case of officers originally appointed by the State Government, without the sanction of the State Government.
Employment of suitable ex-convicts on certain posts in jail	**1071.** Suitable ex-convicts who were not ineligible under paragraph 194 for appointment as convict officers while undergoing imprisonment may subject to general rules and orders for making such appointments, be employed on posts of inferior servants in the jail if the Director General of Prisons is satisfied that such employment will help in their social and moral rehabilitation.

CHAPTER- 44

SECURITY DEPOSITS

Rules regarding security deposits	**1072.** The rules regarding security deposits are contained in the Financial Handbook, Volume V, Part I. The Superintendent shall be responsible for the strict observation of those rules and the following supplementary rules.
Scales of security deposits	**1073.** The following officers and members of the jail establishment including those holding temporary or officiating appointments, who are entrusted with the custody of cash, stores of other valuables shall be required to furnish security equivalent to two times of minimum basic pay of the post held:- **(a)** Jailors; **(b)** Deputy Jailors; **(c)** Industrial Instructor; **(d)** Pharmacist; **(e)** Manager, U.P. Jail Depot; **(f)** Salesman, Jail Depot; **(g)** Store Keeper, Jail Depot; **(h)** Senior Asisstant, **(i)** Sampuranand Jail Training Institute; **(J)** Store Keeper, Sampuranand Jail Training Institute; **(k)** P.T. Instructor, Sampuranand Jail Training Institute; **(l)** Accountant; **(m)** Any other prison staff entrusted with cash and stores. **Note-** In the case of officiating promotions, additional security shall be required to be furnished by the official promoted in case the post to which he is promoted requires a larger security than the one already furnished by him in accordance with Note 2 below, paragraph 63 of the Financial Hand book, Volume V, part I.
Investments	**1074.** A jail officer who pays security money by installments may be permitted by the Superintendent to invest the amount of his credit in post office cash certificates or term deposits in a Nationalised Bank provided that at least 25 per cent of the total security money required, shall always be available in the post office savings bank account.
Cash certificates and bank receipts	**1075.** The value of term deposits held in security shall be the price of which they were purchased or the amount of their conversion value on the date on which they were tendered by way of security and not their face value. Cash certificates and bank fixed-deposit receipts held as security shall be formally transferred in the name of the Superintendent in his official capacity.
Withdrawals from security deposits	**1076.** The Superintendent may permit withdrawal of any amount that may be in excess of the amount of security required owing to the accrual of interest or for any other reasons

Custody of pass-books, cash certificates and fixed deposit receipts	**1077.** The post office saving bank passbooks, cash certificates and bank term deposit receipts held as security shall be kept in the jail treasure chest, and the Jailor shall be personally responsible for their safe custody. A register with details thereof shall be maintained by the Jailor.
Checking of accounts at officer's retirement or death	**1078.** **(1)** At least two months before the date of retirement of an officer on superannuation the Superintendent shall send an intimation of the impending retirement to the Director General, who shall direct the departmental auditor to check the accounts of the officer concerned upto the date of retirement. On receipt of the audit note the Director General shall decide what amount, if any, is recoverable from the officer. If the objection is not settled within six months, the Director General shall withhold and appropriate amount to cover the alleged objection and order refund of the security money. **(2)** A special audit on the same lines shall be carried out when an officer dies.

CHAPTER- 45

THE JAILOR

Executive officer	**1079.** **(1)** The Jailor shall be the chief executive officer of the prison and shall control the whole establishment under the orders of the Superintendent. **(2)** The other executive officers are the Deputy Jailors. **(3)** When there is more than one Jailor the Superintendent shall define their duties in such a manner so that the responsibilities can be clearly fixed.
Night charge in prison	**1080.** One executive officer of a jail (where more than three Deputy Jailors are posted) shall be present in the jail during the night from 10:00 PM till unlocking. He shall be in general charge of the jail and shall make a night round between such hours as may be prescribed by the Superintendent in the course of which he shall visit all parts of the jail. On the termination of his round, he shall enter a report in the night duty book, in which he shall set down the times at which the round was commenced and finished, and any unusual occurrences and other important facts which may have come to his notice.
Control of establishments	**1081.** In every jail, a Jailor nominated separately for the purpose shall supervise and control the work of the executive and clerical establishment.
Report book	**1082.** **(1)** The Jailor shall keep a report book, in which he shall record all reports and other matters which these rules and the departmental circulars require him to record, and all important events connected with the administration of the prison. The report book shall be laid before the Superintendent every-day and signed by him. **(2)** No spaces shall be left either below or on top of the pages or between the reports. Each report shall be serially numbered and the numbering shall be renewed on the first of each month. Important reports shall be entered in red ink and the Superintendent shall initial them and pass necessary orders. The Superintendent shall also affix his initials at the bottom of each page of the report book.
Knowledge of rules and regulations	**1083.** The Jailor shall make himself thoroughly acquainted with the provisions of the Prisons Act, 1894 (Act no.IX of 1894) and the Prisoners Act, 1900 (Act no. III of 1900) as well as all rules and regulations relating to jails and conform to them. When he is posted to any jail for the first time, he shall also make himself confirm conversant with all orders and regulations specially relating to that jail. He shall see that all subordinate officers are duly instructed in their duties and discharge them regularly and efficiently.

Chief duties of the jailor	**1084.** **(1)** The Jailor's chief duties are the maintenance of discipline both among subordinate officers and the prisoners and the strict enforcement of all rules and orders relating to the management of the jail. **(2) He shall also be responsible for:** **(a)** supervising over security, custody and discipline; **(b)** supervising prisoners care and welfare; **(c)** supervising over personnel matters, staff discipline, staff welfare and to assist the Superintendent in all matters pertaining to institutional management; **(d)** inspecting kitchen, canteen and hospital; **(e)** admission and release of prisoners; **(f)** ensuring that the prisoners are clean in their persons and clothes and that they have only reasonable numbers of clothing and bedding; **(g)** causing every prisoner to be thoroughly searched at uncertain time but at least once a week; **(h)** the execution of all orders regarding the labour of prisoners. He shall ensure that the assigned works are performed by the prisoner. **(i)** the safe custody of warrants and that no prisoner is over detained. **(J)** compliance of order passed by the Superintendent.
Other Duties of the jailor	**1085.** The following duties and powers of the Superintendent may be exercised by a Jailor under the orders and control of the Superintendent: **(a)** release of prisoners under order of Court; **(b)** grant of casual leave upto two days to all warders; **(c)** grant of ordinary interviews and letters; **(d)** Issue of pay orders not exceeding rupees 500. **(e)** such other duties and powers as may be delegated to him by the Superintendent, under these rules.
Arrangements for absentees	**1086.** The Jailor shall arrange for the efficient discharge of the duties of any subordinate officer of the jail who is absent from his duty, and shall record in his report book the fact of such absence and the arrangements made by him.
Posting of warder guards	**1087.** The Jailor shall control and supervise the postings of the warder guards. He shall at uncertain intervals, visit the guards at their posts, and satisfy him that the sentries are duly posted and are on the alert, and that the rounds are being properly performed.
Changing of warders duties	**1088.** The Jailor shall ordinarily change the duties of warders fortnightly as provided in paragraph 1123. If for any reason the duties of any warder are not changed, the Jailor shall record the reasons in his report book for the information of the Superintendent.

Relief parties of warders	**1089.** The Jailor shall see that all relief parties of warders enter and leave the jail with military precision. He shall cause the warders to be searched at uncertain hours at least once a week and report the result in his report book.
Presence at unlocking and locking up	**1090.** The Jailor shall be present at and supervise the unlocking and the locking-up of the prisoners.
Distribution of labour	**1091.** The Jailor shall superintend the distribution of convicts to labour in the morning. The midday count to labour shall be supervised by a member of the executive or other staff under his orders.
Visit to jail and its precincts	**1092.**The Jailor shall daily visit every part of the prison, including the cells, barracks, yards, workshops, etc. and shall satisfy himself that everything is clean and in order. He shall see every prisoner in the jail at least once everyday.
Check of prisoners at work	**1093.** The Jailor shall check the number of prisoners during the hours of work, and shall see that they are kept steadily at work and that full task is exacted from them.
Care of arms and ammunitions	**1094.** The Jailor shall take particular care for the safe custody of arms and ammunition.
Prevention of escapes and safe custody of prisoners	**1095.** **(1)** In order to prevent escapes, the Jailor shall have the gratings of all drains and barracks in the jail tested daily by a head warder or a warder specially detailed for the purpose and make a note in his report book as to their condition. **(2)** The Jailor shall see that planks, ladders, ropes and any other material likely to facilitate escape are kept in safe custody and out of the reach of prisoners. He shall be responsible for seeing that all necessary means are employed for the security of cells, barracks, yards, workshops, etc. **(3)** The Jailor is personally responsible for seeing that all orders affecting the safe custody of prisoners are understood and carried out by his subordinates. His attention is also drawn to the rules contained in Chapter 33 in this connection.
Visit to outside working gangs	**1096.** The Jailor shall make one or more visits everyday at uncertain hours to each gang of convicts working outside the jail and satisfy himself that the rules about the security and watch of such convicts are being duly observed and shall record in his report book a note of the time and the result of his visit.
Sickness among jail officers	**1097.** The Jailor is responsible for reporting without delay to the Superintendent all cases of sickness among the officers of the jail.
Administrative control over hospital employees	**1098.** The Medical Officer and the medical subordinates shall be subject to the jailor's orders in all matters not immediately and direcly connected with the medical treatment of the sick.

Supervision of buildings	**1099.** The Jailor shall be responsible for seeing that all jail buildings are kept in a thorough state of repair. He shall supervise all building operations.
Test of weights and measures	**1100.** Once in every month the Jailor in-charge shall test all weights and other measures in use in godowns, cook-houses, etc. and shall enter in his report book the result of such test. Any weights or measures found below the standard shall be condemned by order of the Superintendent and destroyed in his presence.
Provision of earthen Gharas in summer	**1101.** It shall be the duty of the Jailor to see that during the summer season each barrack is duly provided at night with an adequate number of earthen gharas filled with water or other arrangements for providing cold water for the use of prisoners.
Cleanliness of vessels	**1102.** The Jailor shall see that prisoners keep their vessels clean and bright and free from all signs of rust.
Care and maintenance of garden	**1103.** The Jailor shall give his personal attention to the care and maintenance of the jail garden in accordance with the rules and shall see that all land which is available for this purpose is used for raising crops for the prisoner's food and also for fodder crop.
Checking of entries etc. on admission and releases	**1104.** The Jailor shall carefully check the calculations, entries and the returns, etc. made by the officer in charge of the work of admissions and releases.
Safe custody of jail records, warrants, etc	**1105.** The Jailor shall, as required by section 18 of the Prisons Act, 1894 (Act no. IX of 1894), be responsible for the safe custody of jail records, commitment warrants and other documents, and for the money and other articles taken from prisoners. The fact that a Deputy Jailor or other subordinate officer has been placed in direct charge of warrants or other documents or records, shall not absolve the Jailor from his general responsibility under this paragraph.
Assistance to police in taking photographs, etc	**1106.** The Jailor and other jail executives officers shall give all reasonable assistance to police officers duly deputed for the purpose of taking measurements or photographs of prisoners under the provisions of the Identification of Prisoners Act, 1920 (Act no. XXXIII of 1920), and the rules issued thereunder. The photographs referred to in this rule shall be taken in the ordinary dress which the prisoner was accustomed to wear before his conviction. Convicts shall not be allowed to change their appearance when the photographs are taken.
Information of certain matters to Superintendent	**1107.** The Jailor shall inform the Superintendent of the nature of every information received by him from the Court, Magistrate or the police about the character of any prisoner, and shall carefully observe such precautions as the Superintendent may direct, for the security of such a prisoner.

Eligibility of convicts for posts of convict officers and for extramural labour	**1108.** Jailor shall verify the eligibility of all convicts proposed to be appointed as convict-officers. He shall make this verification by a careful examination of the classification slips, warrants and such other documents as may be available. He shall also check and certify that convicts selected for extramural labour are eligible in all respects for such labour. The nominal rolls of all convicts proposed for appointment as convict-warders or for extra-mural labour, which are submitted to the Director General shall be scrutinized and signed by the Jailor.
Purchases of provisions and materials	**1109.** The Jailor shall scrutinize all indents for provisions and materials required for consumption in the jail, and shall exercise the utmost vigilance to secure in all departments of the jail such economy of expenditure as is not inconsistent with efficiency. He shall see that proper sanction where necessary under the rules, is duly obtained in every case before purchases are made.
Responsibility for stores and materials	**1110.** The Jailor and other officers shall be responsible for all stores and materials in their charge.
Charge of jail during Jailor's absence	**1111.** Before leaving the jail precincts for any purpose whatever, the Jailor shall make over charge of the jail to the next senior officer present, and shall make an entry of the fact in his report book. The officer taking over charge shall countersign this entry.
Inventory of property and stores on handing over charge	**1112.**When making over charge of his duties on resignation, suspension, transfer, discharge or otherwise, the Jailor shall prepare an inventory in the prescribed form of all property, stores, etc. in his immediate charge, which shall be signed by himself and by the officer who relieves him, and kept with the jail records. The Superintendent shall countersign the inventory after satisfying himself as to its correctness, and copies shall be given to the relieved and the relieving officers. In the case of a Jailor's death the inventory shall be made by or under the direction of the Superintendent. All stores including the stores of grain must be carefully counted or weighed and checked by the relieving officer. The stock of ammunition shall be compared with the stock as shown in the ammunition register and the number of empty fired cases in stock. It shall also be seen whether the stock of ammunition is in accordance with the scales prescribed in paragraph 1197.
Entitlement for license for revolver or pistol	**1113.** All Jailors are entitled to a licence for one revolver or pistol for their protection if they apply for it. They have been exempted from the payment of the licence fee in respect of such pistol or revolver.

CHAPTER- 46

DEPUTY JAILORS

Delegation of duties	**1114.** **(1)** The Superintendent may authorize a Deputy Jailor to perform any or all of the duties of a Jailor. Concerned Deputy Jailor shall strictly follow the provisions mentioned in this Manual regarding their entrusted charge. **(2)** Deputy Jailors may be entrusted with following duties in addition to the duties mentioned elsewhere in the Manual:- **(a)** to assist the Jailor in studying the psychological and mental makeup of prisoners and taking steps to reform them; **(b)** to be responsible for the storage and issuance of articles under his charge; **(c)** to supervise the cleaning of grains, vegetables and other dietary articles and their grinding, if any; **(d)** to assist the Jailor in distribution of food, in search and interview of the sensitive and condemned prisoners; **(e)** to assist the Jailor in supervising the work in the agriculture; **(f)** to assist the Jailor in matters of searches, counting, locking, and unlocking of prisoners and their accommodation; **(g)** to assist the Jailor in maintaining discipline among prisoners and staff; **(h)** to assist the Jailor in all matters pertaining to institutional management; **(i)** to keep in Custody prisoner's property except cash; **(J)** to deposit private clothing from convicts on their admission, and to issue prison's ;clothing and bedding. **(k)** to maintain registers under his charge on the prescribed form; **(l)** to supervise the extramural security of the jail; **(m)** to perform such executive and clerical duties as the Superintendent may assign; **(3)** Charge of Deputy Jailor to Head Warders- In case where fifty percent of posts of Deputy Jailors are vacant in the jail, the Superintendent may authorise a head warder to perform any or all of the duties of a Deputy Jailor, except admission and release of the prisoners
Charge of Jailor's duties in his absence	**1115.** In a jail on all occasions when the Jailor is absent the senior Deputy Jailor shall perform the duties of the Jailor.
Duties in connection with admission and release	**1116.** The Deputy Jailor entrusted with work connected with the admission or release of prisoners shall be responsible for the correct calculation of the dates of release, and submission of nominal rolls, under the 14 year rule and other similar calculations, the making of entries in the relevant registers and the punctual submission of rolls and returns connected therewith.
Night rounds	**1117.** Deputy Jailors shall make such night rounds as the Jailor, subject to the control of the Superintendent, may direct.

CHAPTER- 47

WARDERS ON INTRAMURAL DUTY

Assignment of duties	**1118.** The Superintendent or the Jailor may direct any head warder or warder to perform any duty in any part of the day or the night. Duties shall ordinarily be assigned and be changed fortnightly, and may be changed oftener and at any other time, if considered necessary. A senior head warder shall be authorized by the Superintendent to perform the duties of in-charge Head Warder.
Compliance with orders	**1119.** Every head warder or warder shall comply with the orders of all officers superior to him in rank.
Uniform arms and accoutrements	**1120.** When on duty all head warders and warders, shall wear their uniforms and shall not sit or lie down. They shall keep their uniforms, arms and accoutrements clean and in good order. The in-charge Head Warder on duty shall be responsible for the appearance and discipline of the head warders and warders working under them and shall report any head warder or warder found to be slack or improperly dressed, whilst on duty
Duties of in-charge Head Warder	**1121.** The In-charge Head Warder shall, – **(a)** post the warder under the orders of the Jailor explaining to each warder the duties and responsibilities of his post; **(b)** assist the Jailor at the unlocking, the midday count and the locking-up and in the distribution to labour in the morning and at midday; **(c)** visit and count at uncertain hours all gangs working inside the jail, and forthwith report to the Jailor any unusual occurrences; **(d)** ascertain from the female warder once in the forenoon and once in the afternoon that the count is correct and all is well; **(e)** visit the main wall and satisfy himself that the warders and convict supervise the distribution of food and the conservancy arrangements; **(f)** cause all gratings, doors or other openings of enclosures and barracks in which prisoners are confined to be secured, and satisfy himself by personal inspection that they are secure; **(g)** pay surprise visits to all out gangs and visit them at least twice daily, once in the forenoon and once in the afternoon and count and check the number of prisoners in each gang from the gang-books and take their thumb impressions. On making such check the in-charge head warder shall take the signature of the warder in charge of each gang on the prescribed register, and enter therein the approximate time of his visit to each gang. On completion of each round he shall sign this register and put it up before the Jailor, who shall also sign it. He shall satisfy himself during his rounds that the warders keep all prisoners within sight and employ them on one form of labour only, and shall report any disobedience of the rules and regulations to the Jailor; **(h)** report to the Jailor the absentees from the duty and present them before the Jailor on their return;

	(i) Supervise the search of non-executive subordinate staff, prisoners and interviewes; **(j)** Supervision of the change of shift of the guard; **(k)** be responsible for the general cleanliness of the warders lines and see that all warders live in the quarters provided for them. He shall report warders who absent themselves without leave or who permit released prisoners or friends and relations of prisoners to remain in or to visit their quarters.
Duties of head warders and warders on day duty	**1122.** Every head warder or warder on day duty shall;- (a) maintain cleanliness, order and discipline among the prisoners in his charge; (b) count the prisoners in his charge from time to time and satisfy himself that all such prisoners are present; (c) search the prisoners as well as the factories, cells and barracks in which they are confined at the time of receiving and making over charge; (d) report every prisoner whom he considers to have committed a jail offence; (e) maintain scrupulous cleanliness in the enclosures in his charge and see that the drains are kept free from silt; (f) bring to the notice of the Jailor or send to hospital, if necessary, any prisoner who appears to be ill or who complains of sickness; (g) give an immediate alarm by blowing his whistle if a prisoner is missing, or if any disturbance takes place or appears to be imminent; (h) give information of any plot made by prisoners to escape, or to commit any assault, or to make any outbreak, or attempt to suicide, or to obtain forbidden articles; (i) cause all bamboos, scantlings, poles, ladders, ropes, well-gear and other articles likely to be used for, or to facilitate the escape of any prisoner, to be removed and placed beyond the reach of the prisoners in places prescribed for storing and keeping the same; (j) assist In-charge head warder in care and welfare of prisoners; (k) observe habits and behavior patterns of inmates and report the same to the authorities concerned, helping inmates to improve their habits and attitudes; (l) help in distribution of food, canteen and other articles; (m) report defects and short comings in lighting and security arrangements; and (n) ensure proper use of all articles issued to a prisoner.
Duty of warder staff in charge of workshops	**1123.** A head warder or warder in charge of workshops shall be responsible for seeing that the work turned out by the prisoners under his charge is satisfactory in quality and sufficient in quantity. He shall be responsible for the proper care of the tools and other property used or kept in the workshops.

Relief	**1124.** **(a)** No head warder or warder shall leave his post until he has been properly relieved. His responsibility shall continue until he is so relieved. **(b)** No relief whether by day or by night shall be effected otherwise than in the presence of both the relieved and the relieving officers and also of the head warder on duty or any other officer to whom the duty of superintending reliefs may have been assigned. Such head warder or officer shall satisfy himself that the gang is complete and corresponds with the number in the gang book. He shall also see that gratings and locks are intact and that all is correct in every respect.
Treatment of prisoners	**1125.** Warders shall behave properly in the jail and treat the prisoners under their charge with kindness and human dignity. They shall treat all prisoners alike, and not use any abusive language. They shall have no dealings with prisoners relatives or friends.
Charge of the garden	**1126.** A head warder or warder who understands gardening shall be in immediate charge of the garden. This warder shall be exempted from night round duty.
Warders staff on night duty	**1127.** For the duties of head warders and warders on night duty, reference may be made to chapter XXX.

CHAPTER- 48

THE KEYS AND THE GATE-KEEPER

Gate-keeper	**1128.** A head warder or warder shall be constantly on duty as a gate-keeper at the main gate of every jail by day and by night. Another head warder or warder may be deployed for assistance of gate keeper to facilitate search and ensure security. They may also be assigned other duties by the Superintendent or the Jailor.
Gate-book	**1129.** **(a)** The gate-keeper shall maintain a gate-book in which he shall make all entries in chronological order and shall not leave any blank spaces with a view to prevent spurious entries being made subsequently. **(b)** The date in the gate-book shall be changed at midnight and the hours shall be recorded from 0 to 24.
Matters to be recorded in the gate-book	**1130.** The gate-keeper shall record in the gate-book;- (a) the names of all persons passing into or out of the jail, together with the hour and minute of their entrance and exit : (b) the hour and minute at which any articles pass into or out of the jail, their description and number or weight, and the name of the officer or person in charge of the articles; (c) the time at which any money is sent out of or brought into the jail, with a description thereof; (d) the time should be entered in red ink, at which the bell is rung for the unlocking and the locking up or for alarm, etc.; (e) at every relief of the gate-keeper, a note of the exact time of each relief and the number of the keys taken over, with the signatures of both the relieved and relieving officers.
Entries by jail officers in gate-book	**1131.** **(a)** Jail officers going into or out of the jail shall write their names in the gate-book and enter the hour and minute of entrance and exit, and also record the number of any bunch of keys which they may take from or return to the key-chest. They shall write their names legibly and in full. **(b)** At every relief of the gate-keeper, warders and head warders on duty, a note of the exact time of each relief and the number of the keys and prisoners if any taken over, with the signatures of both the relieved and relieving officers shall be made in the gate-book.
Issue and receipt of bunches of keys	**1132.** Each jail-officer shall record himself in the gate-book the time of issue and receipt of all bunches of keys, with the name of the officer to whom he issues or from whom he receives the bunches.

Key of the key-chest	**1133.** During the day the gate-keeper shall be in charge of the key of the padlock securing the key-chest. From the locking-up to the unlocking this key shall be in the charge of the Jailor on duty.
Keys of all barracks etc. to be kept in the key-chest after, locking up	**1134.** After the locking-up the keys of all barracks, cells, godowns and workshops shall be lodged in the key-chest and the Jailor shall verify the number and certify in his lock-up report that all keys have been correctly received back from all officers and that they have been placed in the key-chest.
Keys not deposited in the key-chest	**1135.** A list of keys which remain in the possession of officers and are not deposited in the key-chest shall be entered separately in the register of locks and keys.
Keys of night locks to be deposited after locking-up	**1136.** The keys of the night locks shall be kept during the day in the box for night locks. After locking-up, these keys shall be deposited in the key-chest.
Keys of the two main gates	**1137.** The gate-keeper shall keep with him the keys of the locks of the two main gates and the wickets during the day. When the prisoners are locked up for the night, the gate-keeper shall deliver the keys of the main gates to the Jailor who shall lock them up in the key-chest. After the locking-up and until the unlocking, only the wicket gate shall be used. There shall be two locks at night on the wicket of the outer main gate. The key of one lock shall be in the possession of the gate-keeper while the key of the second lock shall be with the sentry on duty outside the main gate.
Passing in and out of articles	**1138.** The gate-keeper shall not pass any articles out of or into the jail without the permission of the Superintendent or the Jailor.
Statement of jail population	**1139.** The gate-keeper shall write in the gate-book, in tabular form, a daily statement of the prison population, showing the balance of prisoners from the previous day, the number of prisoners admitted and the number of prisoners released or otherwise disposed of, and the balance at the end of the day. Such balance should correspond with the actual number of prisoners locked up for the night.
Daily check of the gate-book	**1140.** The Jailor shall check and sign the gate-book daily.
Examination of gate-book by Superintendent	**1141.** The Superintendent shall examine the gate-book at least once a week and see that all entries have been made neatly and all orders as to its maintenance duly complied with.
Gate Keeper not to admit any person without authority	**1142.** The gate-keeper shall admit all jail officers on duty. He shall not admit any other person without authority from the Superintendent or the Jailor.

Gate-keeper to know all jail officers and to observe prisoners going out of the jail	**1143.**The gate-keeper shall make himself thoroughly acquainted with the faces of all jail officers, and shall carefully observe the faces and appearances of all prisoners leaving the jail in order to prevent any prisoner attempting to escape in disguise.
Personal search by the gate-keeper	**1144.** **(1)-** The gate-keeper shall compulsorily search every person entering into or going out of the jail except the following persons:- (a)- all Constitutional Office Holders. (b)-chairperson and Member of the various commissions constituted under central or State Act ; (c)- Member of Council of Ministers of the Union of India. (d)-the Chief Minister and member of Council of Ministers. (e)- Member of Parliament and Member of Legislative Assembly or Member of Legislative Council; (f)- District and Session Judge and all subordinate judicial officers on official visit. (g)- the Commissioner and the District Magistrate; (h)- Senior Superintendent of Police or Superintendent of Police, only at the time of joint Visit along with District Judge or District Magistrate. (i)- the Superintendent and officers of the jail department above the rank of the Superintendent. **(2)-** The State Government, the Director General/Inspector General (Prisons) or the Superintendent, in special cases or on special occasions, may by an order exempt a person from search. **(3)-** A female shall be searched only by female staff in a secluded place, not in the presence of any male person.
Search of jail officers and other persons	**1145.** When the gate-keeper has reason to suspect that any jail officer or other person, who is exempted from search is introducing or removing prohibited and prohibited articles, he shall detain him between the gates and send notice to the Superintendent or theJailor or in their absence to the senior officer on duty, who may, if he thinks necessary, cause the person concerned to be searched or take such other action as he may consider necessary.
Prevention or introduction of prohibited articles and misappropriation	**1146.**The gate-keeper shall endeavour by every means in his power to prevent the misappropriation of any jail property and the admission of unauthorized or prohibited articles.

Outgang register	**1147.**The gate-keeper shall maintain a register, with their photographs affixed, of all convicts, whose employment outside the jail walls has been sanctioned by the Superintendent.
Passing out and in of outgangs	**1148.** When convicts employed in outgangs are going into or out of the jail the following procedure shall be followed: **(a)** When convicts in outgangs are passing out of the jail , the gate-keeper shall first pass the convicts through the inner wicket and admit them into the passage between the outer and the inner gates. He shall then lock the inner gate. The convicts shall then be made to sit down while the roll call is made from the out gang register mentioned in the preceding paragraph by the jail officer charged with this duty. The totals of each gang shall be signed by the officer, and the gate-keeper shall enter in words in the gate-book the number of convicts sent out in each gang and the name of the warder in charge. This entry shall be signed by the warder in charge of the gang. The gate-keeper shall then open the outer wicket and count the convicts as they pass out of the jail to verify the total. Every change in the gang shall be noted by the officer concerned in the register of out gangs and recorded by the gate-keeper in the gate-book. **(b)** When the convicts in out gangs are passing into the jail, the gate-keeper shall first open the outer wicket and admit the gang into the passage between the outer and inner gates. He shall then lock the outer gate and call out the name of each convicts as recorded in the register of outgangs. When the number in the gang has been found to be correct, he shall open the inner wicket and count the convict as they pass into the jail to verify the total.
Detention of prisoners not in proper custody	**1149.** **(a)**- The gate-keeper shall not allow to pass out of the jail any prisoner who is not in the custody of a jail officer duly authorized to take him outside the jail. **(b)**- If the gate-keeper has reason to believe that any prisoner is being taken out of the jail contrary to rules, he shall detain him and after making a note of it in the gate-book, at once report the matter to the Jailor.
Gate-keeper to open only one gate or wicket at a time	**1150.** All jails are provided with double gates. The gate-keeper shall open only one gate or wicket at a time and before doing so shall satisfy himself that all other means of entry and exit are secure. Ingress and egress for ordinary purposes shall take place through the wicket doorways.
Responsibility for cleanliness and order in the gateway	**1151.** The gate-keeper shall be responsible for seeing that the jail front, the main gate and the passage between the two gates is kept clear and clean. He shall keep the passage clear of any persons or prisoners who are not specially authorized to remain there and shall keep an eye on the movements of all persons employed or detained therein.
Articles in the custody of the gate-keeper	**1152.** The gate-keeper shall be in charge of the following articles kept between the two gates :- (a) the clock;

	(b) the treasure chest; (c) the standing desk with lock and key for the gate-keeper's book and writing materials; (d) the key-chest; (e) the box of night locks; (f) the emergency rope, torches, emergency lights etc. (g) the emergency fetters and handcuffs, which shall be kept in a place of security; (h) the list of visitors and other persons who are authorized to enter the jail under the rules or by the orders of a competent authority , (i) first aid box ; (j) any other article ordered by the Superintendent to be kept at the gate.
Light	**1153.** The gate-keeper shall ensure proper light in the passage between the gates throughout the night.
Dogs not allowed	**1154.** No dog shall be allowed within the inner gate of the jail. This prohibition applies to the dogs of official and non-official visitors, as well as those of jail officers. Sniffer dogs may be allowed for security and other specific purposes by the Superintendent.

CHAPTER- 49
WARDER ON FEMALE PRISON DUTY

Charge of female enclosures	**1155.** In every jail where female prisoners are confined, a female Deputy Jailor shall be incharge of the female enclosure. She shall work under the supervision and orders of the Superintendent and the Jailor. In her absence a Jailor shall be in-charge of the female enclosure.
Report book and register	**1156.** Every officer-in-charge of the female enclosures shall keep a report book in which all occurrences of importance shall be recorded. Officer incharge of female enclosure shall maintain labour register and be responsible for the safe custody of stores and materials.
Duties of female head warder and female warders	**1157.** The female head warder or female warder shall in respect of the female prisoners perform the duties prescribed for the head warder and warders, and all rules relating to head warders and warders shall, as far as they may be applicable, apply to female head warders and female warders.
Distribution of food	**1158.** The female head warders or female warder shall carefully supervise the kitchen in the female enclosures as well as see the distribution of food to female prisoners and see that each prisoner receives her proper ration. She shall report to the Superintendent or the Jailor any instance in which the food is bad or badly cooked or is insufficient in quantity.
Escorting of female prisoners	**1159.** The female head warders or female warder shall escort every female prisoner leaving the female enclosure, and shall remain with the prisoner until the prisoner returns to the enclosure or quits the jail premises.
Search of female prisoners	**1160.** The female head warder or female warder shall conduct the search of female visitors and female prisoners. Such search shall not be conducted in the presence of any male person.
Female head warder or female warder not to allow a male to enter female enclosure	**1161.** **(a)** The female head warder or female warder shall not allow any male jail officer or male prisoner or any male person to enter the female enclosure without proper authority. If any male jail officer or male prisoner without proper authority at any time enters or attempts to enter any ward or portion of the jail reserved for occupation by female prisoners, she shall make a report to the Superintendent and the Jailor forthwith. Male warders and other male staff, acting as escort to lady visitors and officials, shall remain outside the enclosure. **(b)** No female head warders or female warder shall at any time on any pretext hold any interview, intercourse or communication of any kind whatsoever with any male prisoner or visit any part of the jail allotted to, reserved for, or occupied by any male prisoner, except in the discharge of her duties.

Keys of female enclosure	**1162.** The female head warder or female warder shall have custody of the keys of the wards and enclosures in which female prisoners are confined during the day. After the locking-up she shall deliver the keys to the Jailor who shall lock them up in the key-chest. The Jailor shall hand over the keys again to the female head warder or the female warder in the morning before unlocking.
Locking up of female prisoners in jails	**1163.** In jails when the female warder is present on duty the entrance door shall be locked on the outside by the incharge Head warder on duty and on the inside by the female warder. The key of the outside lock shall be returned by the incharge Head Warder to the Jailor who shall retain it and issue it to the In-charge head warder when it is required again for use. When the female prisoners are locked up for the night both the locks shall be put on the outside of the entrance door of female enclosure and the Jailor shall lock the keys in the keychest.
Report in cases of suspected pregnancy	**1164.** The female head warder or female warder shall, if she has reason to think that any female prisoner is pregnant, immediately report the fact to the Superintendent and the Jailor.
Care of children	**1165.** Every female prison officer shall be responsible for seeing that every child for the time being in jail receives the clothing, utensils , diet and the other amenities prescribed for it and is properly taken care of.

CHAPTER- 50

WARDERS ON EXTRAMURAL DUTY

The warders on extramural duty	**1166.** The warders guard on extramural duty shall resist by force all attempts to break into or out of any part of the jail, and shall assist in the suppression of all violence or opposition to authority on the part of prisoners or others within the jail or its precincts or from outside.
Charge of extramural warder guard	**1167.** The extramural warder guard shall be in the charge of a Head Warder authorized by the Superintendent in jails, who shall be competent to give instructions in squad and company drill, in the use of arms and in musketry.
Posting of guard in central prisons	**1168.** In central prisons ,-- **(a)** a gate picket of eight warders on extramural duty and two head warders shall be on duty round the clock at the main gate and shall furnish all sentries and the escorts as provided in paragraph 1167.; **(b)** the whole picket of the extramural guard shall be present under arms at the unlocking hour, and also from 6.30 to 8 a.m. in summer and from 7 to 9 a.m. during winter, and again from 4 p.m. until the locking-up is completed; **(c)** two warders of extramural gaurd with rifles and ten rounds of ammunition along with one head warder of extramural gaurd shall patrol the back of the main wall from the unlocking till the completion of the distribution to labour, from 10.30 a.m. till work is resumed after the midday rest, and again from 4 p.m. till the completion of the locking-up; **(d)** a warder of extramural gaurd shall be detailed to instruct convict officers in marching and physical training for one hour every morning; **(e)** the head warder in charge of the main gate picket shall have in his possession at night the key of one of the locks of the outer wicket gate.
1169	**Posting of extramural guard in district Jails** - In district jails-- **(a)** the whole of the guard shall parade under arms and will pile arms in front of the armoury every morning during the unlocking and every evening during the locking-up. During the morning meal of the prisoners one-third of the guard shall be under arms; **(b)** in addition to the sentry on duty, two warders of extramural gaurd shall be present in the guard room from 10 p.m. till the unlocking.

Duties of Head Warder in-charge of extramural guard	**1170.** The duties of the Head Warder in-charge of the extramural guard in Jails are, – **(1)** to take the charge of the armoury at jail gate; **(2)** to see that all orders regarding the duties of the extramural guard are duly observed and that they are known to and understood by the warders; **(3)** to maintain a register showing the attendance and daily posting and relief of the guard and sentries under his orders, and to report to the Jailor any warder absenting himself without leave; **(4)** to inspect daily all arms and accoutrements and see that they are kept clean and fit for immediate use; **(5)** to make a round of the outer main wall and watch towers once every day, and at least twice a week at uncertain hours during the night, and to report to the Jailor any suspicious circumstances or indications; **(6)** to report to the senior most executive officer present on duty if he finds any lock, door, window or fittings thereof insecure, or any ladders, ropes, beams or any other articles likely to facilitate escape lying about; **(7)** to carry out any order for punishment-drill given by the Superintendent; **(8)** to maintain an account of the receipt and expenditure of ammunition in his charge; **(9)** to ensure the proper up keep and record of security and other equipments kept in his charge; **(10)** to see that the armory and guard rooms are kept clean and that their contents are neatly arranged and in ready to use condition; and **(11)** to comply with any other order of the Superintendent or the Jailor.
Duties of Head Warder in-charge of the extramural guard at the gate picket	**1171.** The duties of In-charge Head Warder are ,– **(1)** to post one sentry at the main gate day and night after every two hours ; **(2)** to inspect the sentries frequently and satisfy himself that they are on the alert, smartly dressed and properly equipped, and to report at once to the Jailor any suspicious occurrences; **(3)** to detail for all visitors an escort which shall consist of two warders armed with batons in central prisons and one warder similarly armed in district jails.

Change of shift	**1172.** The change of the sentry shall be noted by the gate keeper in th gate book with hour and minute and shall be signed by the relieved ar relieving sentry.
Duties of sentry at the main gate	**1173.** The duties of the sentry at the main gate are ,- **(1)** to be alert at his post and will not sit down during emergency; **(2)** to be on duty outside the main gate with his rifle with the bayonet fixed. The rifle shall not be loaded, but the sentry shall carry in his unbuttoned pouch placed to the front of his belt a packet of ten rounds and two loose blank cartridges. This ammunition shall be handed over to the relieving sentry at the time of his relief; **(3)** to stand to attention and present arms on the arrival at the jail of - **i.** distinguished visitors; **ii.** the Director General (Prisons) & Inspector General (Prisons) ; **iii.** the Additional Inspector General ; **iv.** the Deputy Inspector General ; **v.** official and ex-officio non-official visitors ; **vi.** the Superintendent; or **vii.** the Medical Superintendent. **(4)** to present butt salute on the arrival of Jailor or other gazetted officers other than mentioned in sub-section (2). **Note :-** The guard shall not be turned out under arms for saluting purposes after sunset. **(5)** to keep in a sealed leather packet the duplicate keys of the armoury and the rifle rack. The relieving sentry shall, on taking over, satisfy himself that the seal is intact. The sentry shall break the seal in the absence of the head warder in-charge of the extramural gaurd only if an emergency arises; **(6)** to keep in his possession at night the key of one lock of the outer wicket gate; **(7)** to prevent any person from loitering about the premises; **(8)** to refrain from entering into conversation with a prisoner or anyone else except when questioned by a superior officer, and from interfering unnecessarily with any prisoner or jail officer; **(9)** to prevent any prisoner from passing out of the jail except under the custody of an authorized officer, and to stop every individual passing out of the jail gate whom he does

	not recognize as a jail officer, and detain him until he receives authority from the gate-keeper to let him pass. **(10)** to call on prisoner who may by attempting to escape to stand still. If the prisoner fails to stand still, and he cannot otherwise prevent the escape, the sentry shall fire at the prisoner. If the prisoner is beyond recall, he shall raise the alarm by firing a shot in the air; **(11)** to raise the alarm by firing a blank cartridge and loudly sounding the alarm bell when ordered to do so by the gate-keeper, or on his own initiative if any store or store-room has caught fire or he has reason to believe that an outbreak or disturbance or attempt at escape is occurring or about to occur; **(12)** to challenge any suspected person approaching his post and warn him to stand until the head warder in-charge of the extramural guard arrives on the spot, at the same time loading and bringing his rifle to be ready. If the reply is unsatisfactory, or if he receives no reply, he shall give the alarm. Challenges should be delivered in Hindi before firing; **(13)** to challenge and require the parole or countersign from all persons going inside or coming outside the main gate at night. The Jailor, shall communicate the parole to the officer of the guard; **(14)** on relief, to explain to his successor the duties of his charge and bring to his notice any circumstances to which attention should be directed; **(15)** to carry out the orders given to him without distinction of person, and protect, as for as possible, all stores and property in the jail or in the precincts of the jail.

CHAPTER- 51

DRILLS, ARMS AND AMMUNITIONS

Drill for warders on intramural Duty	**1174.** (a) Every warder on intramural duty shall drill for an hour daily, until he has become proficient. When he has been declared proficient he may be exempted from daily drill and shall thereafter be required to put in eight drills in every month. **(b)** Every warder on intramural duty who has been on night duty from midnight till the unlocking shall not be required to attend drill in the morning.
Drill for guards on extramural duty	**1175.** Every warder on extramural duty shall be drilled for half an hour once a day in the morning, except on Sundays, Thursdays and jail holidays.
Weekly drill parade of warders	**1176.** On weekly parade days the Superintendent shall hold a drill parade of all warders who are not on duty and see them put through drill by the Incharge Head Warder. He shall satisfy himself that the warders are proficient in squad and company drill and rifle, bayonet and marching exercises.
Military training to jail officers	**1177.** The Incharge Head warder of the extramural gaurd is responsible for giving the jail officers and warders a thorough military training in squad and company drill and the use of firearms. He shall report to the Jailor every warder who absents himself from drill and keep a register of attendance of jail officers at drill and lay it before the Superintendent once a week.
The Head Warder in-charge of the extramural guard also to be in-charge of arms, ammunition etc	**1178.** The Head Warder in-charge of the extramural guard shall also be in charge of the arms, emergency ammunition and spare accoutrements, and shall be responsible for seeing that 20 rounds of ammunition per rifle are always kept ready for use in the armoury. A list of all arms, ammunition and accoutrements, signed by the In-charge Head Warder of the extramural guard shall be kept up in the armoury. He shall report to the Superintendent, or the Jailor, any loss of arms, ammunition or accoutrements immediately it comes to his knowledge.
Arms, ammunition , etc. to be kept in the armoury ready for use	**1179.** The rifle (with bayonets fixed), accoutrements and emergency ammunition shall be kept in the armoury and an adequate supply of torches, oil and matches shall also be maintained at all times for use.

Arms, ammunition, and rifles to be kept in safety	**1180.** All arms, emergency ammunition and accoutrements in the armoury shall be so arranged as to be in no way accessible from outside. The rifles not in use shall be kept in racks and secured by a chain fixed permanently to the upright at one end and passing through the trigger guards of all the rifles and padlocked to the other upright. Each rifle shall have a number marked on it, and shall, when not in use, always remain deposited in the armoury in the place assigned to it.
Duplicate keys for lock of armoury and rifle racks	**1181.** The locks of the armoury and of the rifle racks shall have duplicate keys. One key of each lock shall be in the charge of the sentry at the main gate and the other in charge of the head warder in charge of the gate picket in central prison and of the guard in district jail.
Precautions against surprise attack from outside	**1182.** As a precaution against a surprise attack from outside six rifles in central prison and two in district jail shall be kept in the Superintendent's office securely fastened to the wall by means of a chain passing through the trigger guards and padlocked. Sufficient ammunition shall also be kept near the rifles in a locked box. The keys shall remain with the senior officer on duty at the jail.
Cleaning of rifles	**1183.** At least once a week and on every occasion on which the rifles have been used they shall be thoroughly cleaned, and, shall after inspection by the Head Warder in-charge of the extramural gaurd, be securely deposited in the racks inside the armoury. Under no circumstances shall rifles be taken to the warders' lines for cleaning.
Payment to police armourer for his services	**1184.** The police armourer shall be paid actual conveyance charges when he visits the jail for repairs of jail arms.
Storage of ammunition	**1185.** **(a)** The reserve ammunition shall be kept in a strong immoveable box locked with two padlocks in a secure place between the two gates. **(b)** Ball and blank ammunition shall be stored separately from each other.
Superintendent to check ammunitions	**1186.** At least once in a quarter, the Superintendent shall check the stock of ammunition and note the date of his inspection and the result in the register of arms and ammunition. He shall also certify at least twice a year that the stock of live ammunition and of fired cases of each kind added together correspond with the scales laid down in this chapter.

Officer responsible for the safe custody of reserve ammunition	**1187** The Jailor in-charge shall be responsible for the safe custody of the reserve ammunition.
Check of sealed boxes of ammunition	**1188.** Boxes of ammunition whose seals are intact shall not be opened for the purposes of checking the contents, as they cannot be soldered up again satisfactorily. But if there is any evidence of the boxes having been tampered with they shall be opened and the contents checked immediately.
Issue of ammunition	**1189.** The Jailor when necessary may issue ammunition to the head warder in-charge of the extramural guard to replenish his stock of emergency ammunition, taking the said head warder's receipt in the register in the column provided for the purpose. The Superintendent shall counter sign the entry.
Expenditure of ammunition	**1190.** In order to effect a regular turnover of the stock of ammunition the issue of ammunition for expenditure shall be made in the following order : (1) The contents of broken boxes, viz. boxes the tin linings of which have been opened, and loose rounds. (2) Boxes of ammunition on which the words "Examined year" are enfaced on the labels. This ammunition shall be used up in order of date of examination. (3) Other ammunition, the oldest in stock to be used first. **Note 1-**The period of complete turnover of ammunition has been fixed at not more than eight years. **Note 2-**In register no. 56 a separate page shall be allotted for each make and date of ammunition and each box containing ammunition shall be given a separate serial number which shall be written in bold figures on a label to be pasted on the box. In the remarks column of the register these serial numbers and any other distinguishing marks shall be noted to facilitate identification. The entries in the ammunition register of receipts shall be made in red ink and those of issues in black ink.
Return of unexpended ammunition	**1191.** All unexpended ammunition shall be returned to stock as soon as possible after the completion of the duty for which it was issued. The Jailor shall enter the details of expenditure and the quantities received back in the register and compare the totals with the amounts issued. Any shortage or irregularities shall be reported to the Superintendent without delay.

Annual Musketry Course	**1192.** All jail officers (except the medical, technical and teaching staff) including all warders shall be put through an annual musketry course sometime between October 15 and April 1. The course shall, as far as possible, be the same as that followed by the police. When the butts are on the jail premises that course shall be conducted under the superintendence of a jail officer detailed by the Superintendent for this duty, and the Superintendent himself shall take every opportunity of attending the firing of the course and seeing that it is properly conducted.
Collection of fired bullets	**1193.**The head warder in-charge of the extramural guard shall see that all fired bullets buried in the butts are collected by warders of his guard immediately after completion of each practice. It is expected that a reasonable amount of lead shall be collected on each occasion. All warders shall be warned of the importance of the salvage of undamaged bullets.
Report of course	**1194.** As soon as the annual musketry course has been completed a report shall be sent to the Director General (Prisons) through the Deputy Inspector General of the Range stating the number of men who have undergone the course and the general result.
Account of fired cases	**1195.** The Jailor shall keep an account of the fired cases of each kind on separate pages of the ammunition register head warder incharge of intramural guard shall be responsible for their safe custody.
Firing practice	**1196.** Firing practice with blank ammunition shall be carried out once in a quarter by warders.
Scale of ammunition, etc., allowed to warders	**1197.** (a) The scale of ammunition per jail officer allowed annually is prescribed in Appendix-D. (b) The annual scale of other articles used for the care of arms shall be as follows : Lubricating oil 10 Ltrs. per 100 arms. Paraffin wax 500 gms. per 100 arms. Jute dressed 500 gms. per 100 arms.
Annual indents for ammunition	**1198.**The annual indent for arms and accoutrements shall be prepared by the Director General (Prisons) which shall be submitted to Uttar Pradesh Police Headquarters. The demand shall be met from the State quota of the Uttar Pradesh Police.
Committee to investigate losses and condemn unserviceable arms and ammunitions	**1199.** To maintain strict control and check over losses of arms and ammunition, a committee of three officers shall be appointed to investigate cases in which ammunition or arms have been lost as well as to condemn arms, ammunition and stores which have become unserviceable. The committee shall consist of a magistrate nominated by the District Magistrate, the Superintendent of jail, the Jailor or Deputy Jailor. The committee shall send its report to the Director General (Prisons) for final orders.

Disposal of brass from burnt cartridges	**1200.** All such brass of blank cartridges, the fired cases of ammunition shall be disposed off in the manner prescribed by the Director General (Prisons) and an entry to this effect shall be made in the Ammunition Register under the signature of the Superintendent.
Transport of Arms and ammunition	**1201.** All consignments of arms and ammunition sent by any means of transport will be put in sealed boxes and escorted by an appropriate armed guard. It will be the duty of the escort to guard the arms and ammunition against any contingency. When the arms of the Prison Department are to be dispatched to stations outside the State for repairs they will be entrusted to the Police Department. A police party will escort these arms along with the arms of the Police Department, if any. When there are no arms of the Police Department to be escorted and a police party has to be provided exclusively for escorting the arms of the Prison Department, the expenditure incurred in connection with the journey of the escort will be borne by the Prison Department
Return of misfires to the arsenal	**1202.** (a) Misfires shall be returned to the arsenal separately packed and clearly marked as such. The practice of extracting the bullets from misfired cartridges and returning the live cases as empty case to the arsenal is dangerous, as the cases are melted down in the arsenal and explosion of misfired caps may cause serious injuries to the melters. **(b)** An armed guard should be deputed to escort all such consignments.
Return of stores received on payment or loan	**1203.** The instructions issued by the supplying arsenals regarding the return of stores originally received on payment or loan shall be carefully complied with.
Inspection of arms and ammunitions	**1204.** (a) The Armourer of State Police will inspect the arms and ammunition in possession of the jails. This inspection will be carried out not more frequently than once a year and on the same conditions as the inspection of arms and ammunitions in charge of civil police. The charge for this inspection shall be met from the jail budget. (b) Each Central Prison and the Model Prison, Lucknow shall have a reserve stock of arms for immediate replacement of arms declared unserviceable or repairable at the affiliated jails. A reserve stock of ammunition will also be kept in these prisons.
Quick Reactio Team	**1205.** In all Central and District Prisons, a Quick Reaction Team under the leadership of a Deputy Jailor consisting of eight to twelve warders may be formed who have undergone commando training, with use of modern weapons and unarmed combat to handle the emergent crisis. A Deputy Jailor will be incharge of this team.

CHAPTER- 52

UNIFORMS

Additional Inspector General's (Prison) Uniform	**1206.** The uniform of Additional Inspector General (Prisons) shall be – For Ceremonial, V.I.P. Duty and other important functions- **1**. Khaki woolen drill or Gabardine cloth, Tunic (Coat and Pants) (Police Pattern) **2.** One pair of white nickel-plated crossed sword & baton, one pair of nickel-plated five-pointed stars. **3.** One pair of white nickel- plated उ0प्र0का0 or I.P.S. shoulders Title, as the case be. **4**. One pair collar band (big size) in accordance with I.P.S. Officers' pattern but with white Ashoka Button. **5.** White Ashoka Buttons (4 medium sizes & 6 small sizes) for Tunic. **6.** One Navy Blue Whistle Cord (Garhwal Type) with a whistle. **7.** White Fittings Brown Cross Belt (Sam Browne Belt) **8.** Peak Cap of Khaki Woollen Gabardine Cloth with Blue Woollen Band and Silver Zari Embroidered Peak Cap Badge. **9.** Navy Blue Terrycot Tie (11.5 cms. Width at the end). **10.** Khaki Cotton Poplin Shirt. **11.** Name Plate Black (in Hindi). **12.** Brown Ankle Boot (Police Pattern). **13**. Khaki Nylon Socks (Double Heel & Toe). **14.** Cane with उ0प्र0का0 or I.P.S. Crest as the case be. **Daily Working Dress** **1**.Khaki Wollen Angola Cloth Shirt and serge Pants (Police Pattern) OR Khaki Terrycot Cloth Full Sleeves Shirt and serge Pants (Police Pattern). **2.** Khaki Wollen Barthea Peak Cap with Blue Band or blue woolen beret cap, with Silver Embroidered Badge.

	3. Brown Leather or web belt with उ0प्र0का0 or I.P.S. Title, as the case may be. **4.** Brown Derby Shoes (Police Pattern). **5.** Olive Green Jersey "Y" Neck with two Buttons and Leather on Sleeves and shoulders (Double knitted). **6.** One pair of white Nickel-plated crossed sword & baton, one pair of nickel-plated five- pointed stars. **7**. One pair of white nickel- Plated उ0प्र0का0 or I.P.S. shoulder title, as the case is. **8.** One pair of collar bands (small size) as per I.P.S. officer's but with a white Ashoka button. **9.** One Navy Blue whistle Cord (Garhwal type) with a whistle. **10**. Navy blue terrycot tie (11.5 cm. Width at the end), with the tunic. **11.** Nameplate black (in Hindi). **12**. Khaki Nylon socks (Double Heel & Toe). **13.** Cane with उ0प्र0का0 or I.P.S. Crest, as the case may be.
Deputy Inspector General's (prisons) uniform	**1207.** The uniform of a Deputy Inspector General shall be – For Ceremonial, V.I.P. Duty and other Important functions- **1.** Khaki Woolen drill Gabardine cloth Tunic (coat and Pants) (Police pattern). **2**. Three pairs of white nickel-plated five-pointed stars, one pair of white nickel-plated state emblem. **3**. One pair of white nickel-plated उ0प्र0का0 shoulder title. **4.** One pair of collar bands (large size) in accordance with I.P.S. Officers pattern but with white Ashoka button. **5.** White Ashoka buttons (4 medium sizes and 6 small sizes) for Tunic. **6**. One Navy blue whistle cord (Garhwal type) with a Whistle. **7**. White fittings brown cross belt (sam brown belt). **8**. Peak cap of khaki wollen Gabardine cloth with blue wollen band and silver zari embroidered cap badge. **9**. The Navy blue Terrycot tie (11.5 cm. width at the end). **10**. Khaki cotton poplin shirt. **11**. Nameplate black (in Hindi)

	12. Brown Ankle boot (police pattern). **13.** Khaki nylon socks (double heel & toe). **14**. Cane with उ0प्र0का0 or I.P.S. Crest as the case is. **Daily working Dress** **1**. Khaki Wollen Angola Cloth Shirt and single serge Pants (Police Pattern) OR Khaki Terrycot Cloth Full Sleeves Shirt and Pants (Police Pattern). **2.** Khaki Woollen Barathea Peak Cap with Blue Band and departmental silver- embroidered badge, or blue wollen beret cap with departmental silver- embroidered badge. **3**. Brown Leather or web belt with उ0प्र0का0 Crest or I.P.S. title as the case is. **4.** Brown Derby Shoes (Police Pattern). **5.** Olive Green Jersey "Y" Neck with two Buttons and Leather on Sleeves & shoulder (Double knitted). **6**. Three pairs of white Nickel-plated five-pointed stars, one pair white nickel-plated state emblem. **7.** One pair of white nickel- Plated उ0प्र0का0 or I.P.S. shoulder title shoulder title as the case is. **8.** One pair of collar bands (small size) in accordance with I.P.S. officers but with white Ashoka button. **9.** One Navy Blue whistle Cord (Garhwal type) with a whistle. **10**. Navy blue Terrycot tie (11.5 cm. Width at the end) with the tunic. **11**. Nameplate black (in Hindi). **12.** Khaki Nylon socks (Double Heel & Toe). **13.** Cane with उ0प्र0का0 or I.P.S. Crest as the case may be. **Note:** The above-mentioned officers in rule.1206 and rule.1207 shall have departmental flags and star plate on vehicles when in official use, whether in uniform or mufti.
Senior Superintendents (Grade-I) and equivalent officers uniform	**1208.** The uniform of Senior Superintendents Grade-I and equivalent officer shall be- For Ceremonial, V.I.P. and other important functions **1.** Khaki Wollen drill Gabardine Cloth Tunic (Coat & Pants) (Police Pattern).

	2. White Ashoka Buttons (4 medium sizes and 6 small sizes) for Tunic. **3.** One pair of white nickel-plated five-pointed star and one pair of white nickel-plated state emblem. (Two pairs white nickel plated five-pointed stars and one pair white nickel-plated state emblem and one pair collar band (large size) in accordance with I.P.S. Officers pattern.) **4**. Khaki barathea cloth Peak cap with blue woollen band and white zari embroidered departmental Peak cap badge. **5.** One pair White Nickel Plated उ0प्र0का0 Shoulder Title. **6.** One Navy Blue Whistle Cord (Garhwal Type) with Whistle. **7**. White fittings brown leather cross belt (Sam Browne belt). **8.** Navy blue Terrycot tie (11.5 cm. Width at the end). **9**. Khaki cotton poplin shirt. **10.** Nameplate black (in Hindi). **11**. Brown Ankle boot (Police pattern). **12**. Khaki Nylon Socks (Double Heel & Toe). **13.** Cane with उ0प्र0का0 Crest. **Daily Working Dress** **1.** Khaki Woollen Angola Cloth Shirt and serge Pants (Police Pattern) OR Khaki Terrycot Full Sleeves Shirt and Pants (Police Pattern). **2.** One pair collar bands (small size) in accordance with I.P.S. Officers pattern but with white Ashoka Button (more than five-year service as a Senior Superintendent). **3**. One pair of white Nickel-Plated five-pointed star and one pair white nickel-plated state emblem. **4.** Khaki barathea cloth Peak cap with black silken band and white metal departmental Peak cap badge or blue woolen beret cap with white metal departmental badge. **5**. One pair of white nickel plated उ0प्र0का0Shoulder title. **6.** One Navy blue Whistle Cord (Garhwal Type) with a Whistle. **7**. Brown Leather or web belt with उ0प्र0का0 Crest.

	8. Nameplate black (in Hindi). **9**. Khaki Nylon socks (Double Heel & Toe). **10**. Brown Derby Shoes (Police Pattern). **11.** Olive Green Jersey "Y" Neck with Two buttons and Leather on Sleeves and shoulders (Double Knitted). **12**. Cane with उ0प्र0का0 Crest.
Senior Superintendents (Grade-II) and equivalent officers uniform	**1209.** In addition to the uniform prescribed for Senior Superintendent Grade–I in the foregoing paragraph 1208, Senior Superintendent Grade–II and Senior Superintendent Grade–I after completion of five years of service shall use the following:- **1**. Two pairs of white nickel-plated five-pointed stars and one pair of white nickel-plated state emblem. **2.** One pair collar bands (large size) in accordance with I.P.S. officers pattern but with white Ashoka Button. **3.** Khaki barathea cloth Peak cap with the blue woolen band and white zari embroidered departmental Peak cap badge or blue woolen beret cap with white zari embroidered departmental badge.
Superintendent's Uniform	**1210.** The uniform of the Superintendent of the Jail shall be : For Ceremonial, V.I.P. and other Important functions: **1**. Khaki Woollendrill Gabardine Cloth Tunic (Coat & Pants) (Police Pattern). OR Khaki WoollenAngola Cloth Shirt and Serge Pants (Police Pattern). OR Khaki Terrycot Cloth Full Sleeves Shirts & Pants (Police Pattern). **2**. White Ashoka Buttons (4 medium sizes and 6 small sizes) for Tunic. **3**. Khaki Barathea Cloth Peak Cap with white metal departmental Peak Cap Badge. **4.** One pair of white nickel-plated state emblem. (One pair of five-pointed star after the completion ten years of service.) **5.** One pair of White Nickel-Plated उ0प्र0का0Shoulder title.

	6. Navy Blue Whistle Cord (Garhwal Type) with a Whistle. **7.** White Fittings Brown Leather Cross Belt (Sam Browne Belt). **8.** Navy Blue Terrycot Tie (11.5 cm. Width at the end). **9.** Khaki Cotton Poplin Cloth Shirt. **10.** Nameplate black (in Hindi). **11.** Khaki Nylon socks (Double Heel & Toe). **12.** Cane with उ0प्र0का0 Crest. **13**. Brown Derby Shoes (Police Pattern). **Daily Working Dress** **1.** Khaki WoollenAngola Cloth Shirt & Serge Pants (Police Pattern). OR Khaki Terrycot Cloth full sleeves shirt and Pants (Police Pattern). **2.** Khaki Barathea Cloth Peak cap with white metal departmental badge or blue woollen beret cap with white metal departmental badge. **3**. One pair of white nickel-plated state emblem. **4.** One pair of white nickel-plated उ0प्र0का0 shoulder title. **5.** Navy blue whistle cord (Garhwal type) with a whistle. **6.** White fittings brown leather or web belt with उ0प्र0का0 Crest. **7**. Nameplate black (in Hindi). **8**. Khaki Nylon socks (double heel and toe). **9.** Cane with उ0प्र0का0 Crest. **10.** Brown Derby Shoes (Police pattern). **11.** Olive green jersey “Y” Neck with two buttons and leather on sleeves and shoulder (double knitted). **Note:** Officers when taking part in sports should wear a blue blazer with उ0प्र0का0 Crest on the front upper left pocket.

Jailor's Uniform	**1211.** Uniform – The uniform of a Jailor shall be For Ceremonial, V.I.P. Duty and other Important Functions **1.** Khaki Woollen Barathea Cloth Tunic (Coat & Pants) (Police Pattern) and Cross Belt. OR Khaki Woollen Angola Cloth Shirt & Serge Pants (Police Pattern) OR Khaki Terrycot Cloth full sleeve shirt & Pants (Police pattern) **2.** White metal fittings brown leather belt (Sam Browne belt). **3.** Brown Derby Shoes (Police Pattern). **4**. Khaki Barathea Cloth Peak cap with departmental steel-plated Crest. **5.** One pair of nickel-plated white उ0प्र0का0 Shoulder title. **6.** Three pair of white nickel-plated five-pointed star. **7**. One navy blue whistle cord (Garhwal type) with a whistle. **8.** Nameplate black (in Hindi) (8.5 cm. x 1.58 cm.) **9.** Khaki Nylon socks (Double Heel and Toe). **10**. Baton – 60 cm. x 4 cm. **11.** Khaki cotton Poplin cloth shirt. **12.** White fittings brown cross belt (Sam Browne belt). **13.** Navy blue Terrycot tie (11.5 cm. widths at the end). **Daily Working Dress** **1.** Khaki Woollen Angola cloth shirt & serge Pants (Police Pattern). OR Khaki Terrycot cloth full sleeves shirt & Pants (police pattern). **2.** Brown leather or web belt with white metal fittings. **3**. Brown Derby shoes (Police pattern). **4.** Olive green jersey "Y" neck with two buttons and leather on sleeves & shoulders (double knitted) with.

	5. Three pair of white nickel-plated five-pointed star. **6.**Blue Woolen Beret cap with a black border and departmental crest. **7.** One pair of nickel- plated white उ0प्र0का0 shoulder title. **8.** One navy blue whistle cord (Garhwal type) with a Whistle. **9**. Nameplate black (in Hindi) (8.5 cm x 1.58 cm.) **10**. Khaki Nylon socks (double heel and toe). **11.** Baton 60 cm. x 4 cm.
Deputy Jailor's Uniform	**1212.** The uniform of a Deputy Jailor shall be the same as that of a Jailor except tunic. Deputy jailor shall also put on ribbons of departmental colours on the shoulder straps. **Uniform when to be worn-** **(a)** All senior officers shall wear uniform on inspection of guard, attending the court and in the morning session (10:00 a.m. to 02:00 p.m.) of the office except on Sunday, jail holidays and other gazetted holidays. **(b)** The executive officers are exempted from wearing the uniform at the opening and locking up of the jail. **(c)** Officers attending as spectators on the occasions when troop's parade under arms shall wear the uniform prescribed. **(d)** On occasions such as those on which military officers wear their medals with the working uniform, the officers shall wear the medals and decorations with the working dress. **(e)** The officers shall wear the working dress appropriate to the time of the year; normally the summer uniform between March 15 and October 15, and winter uniform between October 16 and March 14. This applies to all ranks. **(f)** All ranks, other than the executive officers, shall compulsorily wear uniform on all duties. **(g)** Officers uniform in all respects shall be presentable and in good order. **(h)** on any intimated inspection or when ever his excellency the Governor is present in district.
The uniform of a male warder shall consist of the following	**1213.** **1.** Khaki Terrycot shirt and Pants.

articles	**or** **2.** Khaki Angola shirt and serge Pants. **3.** Khaki Jacket or jersey "Y" Neck. **4**. Khaki Forage Cap/Safa with a brass badge of **"उ0प्र0कारागार"** **5.** Khaki cotton Socks/wollen socks. **6.** Rain Coat. **7**. R.A.F Derby Shoes/Jungle shoes. **8.**Khaki Belt 5.5 cm wide with brass Crest bearing the words **"उ0प्र0कारागार"** **9.**Hoz Stop **10.**Anklets **11.**Whistle Cord (Brown Garhwal Type) **12.**whistle **13.**Name plate Black (in Hindi)
Female Warders Uniform	**1214.** The uniform and equipment of a female warder shall consist of the following articles:- **1.** Khaki Salwar-Suit with Dupatta; or **2.** Khaki Terrycot shirt & Pants; or **3.** Khaki Angola shirts and serge Pants. **4.** Brown woollen beret Cap, with Brass-Badge of **"उ0प्र0कारागार"** **5.** Khaki woollen jersy "Y" Neck or khaki jacket. **6.** Khaki Cotton Socks or woollen socks. **7.** Rain Coat. **8.** Ladies black Belly shoes. **9.** Whistle Cord (Brown Garwal Type) **10.** Whistle **11.** Nameplate Black (in Hindi) **Note:** **i)** Female warder shall wear salwar suit dupatta or Pants, shirt. **ii)** Khaki shirt and Angola shirt shall be similar to the male warder.

	iii) Warder cadre employees shall be equipped with one white strip on the completion of 10 years of service, two white stripes on the completion of 16 years and three white stripes on the completion of 26 years of service.
Head warders uniform	**1215.** The uniform of a head warder shall be the same as prescribed for warders with the following additions: One five pointed yellow- metal star on shoulder straps. Strips shall not be worn by the head warder.
Warder staff to be provided with certain articles of uniform free of charge	**1216.** Every member of the warder staff shall be provided with the following articles of uniform free of charge: -

Sl. No.	Name of the Article	Quantity	Renewal period
1	Raincoat	One	05 years
2	Jacket Khaki	One	05 years
3	Anklet	One pair	03 years
4	Umbrella	One	03 years
5	Iron trunk	One	Once in service

Note:

(a) For other articles of the uniform every member of the warder cadre shall be provided with uniform allowances at the time of appointment. Renewal thereafter and its maintenance shall be as per the orders issued by the Government.

(b) Iron box supplied to the warders shall be made in the jail factories.

1217	**Record of articles issued to warders:** **(a)** Warders shall be supplied with a uniform ticket in which the date of issue of each article of uniform and all other articles supplied at State expense shall be recorded. They shall take this ticket with them on transfer to another jail. **(b)** A complete account of the receipt and disposal of warders uniforms shall be maintained in the register No. 37.
Proper use of uniforms and accoutrements	**1218.** **(a)** The Head Warder in-charge of the extramural guard shall instruct all warders in the proper use and the method for putting on uniforms and accoutrements and pagri tying. **(b)** Cuffs and collars of under clothing should not be visible when warders are in uniform.

Certain directions regarding use of uniform	**1219** **(a)** All senior officers shall wear uniform on inspection of guard, attending the court and in the morning session (10:00 a.m. to 02:00 p.m.) of the office except on Sundays, jail holidays and other gazetted holidays. **(b)** The executive officers are exempted from wearing the uniform at the opening and locking up of the jail. **(c)** Officers attending as spectators on the occasions when troop's parade under arms shall wear the uniform prescribed. **(d)** On occasions such as those on which military officers wear their medals with the working uniform, the officers shall wear the medals and decorations with the working dress. **(e)** The officers shall wear the working dress appropriate to the time of the year; normally the summer uniform between March 15 and October 15, and winter uniform between October 16 and March 14. This applies to all ranks. **(f)** All ranks, other than the executive officers, shall compulsorily wear uniform on all duties. **(g)** Officers uniform in all respects shall be presentable and in good order. **(h)** Warders shall not leave the quarters dressed partly in uniform and partly in private clothes. When on duty they shall be properly and correctly dressed and when off duty they shall wear either full uniform or private clothes.The Uniform shall not be complete without headgear and belt.
Articles to be taken along on transfer	**1220.** A warder shall, on transfer from one jail to another take with him all the articles of his kit.

CHAPTER- 53

PROCUREMENT AND STORAGE OF ARTICLES

Functions and composition of central grain purchase committee	**1221.** (1)- A central grain purchase committee consisting of the following members shall advise the State Government as to the proper time for the purchase of grains and other articles of jail requirements for storage in the jails, the period for which the stocks of different kinds of grains, etc, shall be purchased for the use of prisoners, the conditions on which tenders shall be called for, and agreements entered into, and other similar matters- [i] Additional Chief Secretary or the Principal Secretary Jail Department, President. [ii] Secretary, Food and Civil supply or his nominee, not below the rank of a Special Secretary ; [iii] The Director General of Prisons, Uttar Pradesh ; [iv] The Registrar, Co-operative Societies, Uttar Pradesh or his representative; [v] The Director of Agriculture, Uttar Pradesh or his representative who may not be below the rank of Deputy Director ; [vi]Two non-official members nominated by the State Government annually; The meetings of the committee shall be arranged by the Director General (Prisons) who shall also be its Secretary. (2)- The Director General (Prisons) shall in the month of March each year issue instructions to all Superintendents regarding the purchase of grains and other articles, in accordance with the advice of the committee as approved by the State Government.

Functions and composition of local purchase committees	**1222.** **(a)** The purchase of articles for jail requirement in each district shall be controlled by a local committee consisting of the following members: (i) The District Magistrate or a Magistrate nominated by him; (ii) The Senior Superintendent or the Superintendent; (iii) Deputy Regional Marketing Officer; (iv) The District Supply Officer; (v) Two non-official gentlemen, preferably a businessman who is not connected directly or indirectly with jail contracts to be nominated by the District Magistrate. **(b) Presiding the meeting.** The District Magistrate, when present, shall preside over the meetings of the committee and in his absence the Senior Superintendent or the Superintendent, as the case may be. Where there are two or more jails in a district, arrangements for the purchase of articles of jail requirement for storage shall be made by the local committees on central basis. **(c) The quorum.** The quorum for a meeting of the Local Purchase Committee shall be of three members of whom there should be at least one non-official member. When a meeting is adjourned for want of quorum a notice should be served on all the members informing them of the date and time of the next meeting. If in the adjourned meeting other members do not turn up again, the District Magistrate, or his representative and the Senior Superintendent or the Superintendent, as the case may be, may transact the business. **(d) Record of proceedings.** The proceedings of the local committees shall be recorded by the Senior Superintendent of Central Prisons, where there are Central Prisons and by the Superintendent of District Jails where there are only District Jails.
Tenders and Samples	**1223**. The Superintendent shall invite sealed tenders in accordance to the store purchase rules. Tenders accompanied by earnest money, shall be opened in the presence of the members of the local committee and such of the tenderers as may wish to be present. The local committee may examine samples of the articles tendered, and have sealed them before the tenderer. Sample shall be kept in safe custody of the Jailor on acceptance of the tender

Procedure for acceptance of tender	**1234.** **(a) The jailor shall,-** (i) maintain a tender register and earnest money register. (ii) prepare a comparative chart of rates of articles of all valid tenders as initialed by all the members of the committee present and the tenderers. **(b) The Committee shall,-** (i) match the rate of articles with the rates submitted by the Jailor; (ii) may observe other measures for price matching ; (iii) may reject any or all the tenders assigning reasons;
Agreement and deposit on acceptance of tender	**1225.** **(a)** The contractor whose tender is accepted shall be required to enter into an agreement on such form and deposit within such time, as the Superintendent may fix, such security in accordance with the store purchase rules. **(b)** (i) In the case of small contract as defined in the store purchase rules, the security shall be refunded after the Superintendent has satisfied himself that the terms of the contract have been duly and faithfully carried out by the contractor. (ii) In the case of large contracts as defined in the store purchase rules the security shall ordinarily be refunded after six months of the expiry of the contract and after the Superintendent has satisfied himself that the terms of the contract have been duly and faithfully carried out by the contractor. The security money may be returned to the contractor before the expiry of the said period of six months. In this regard the procedure adopted should be in accordance with the provision of the Uttar Pradesh procurement manual.
Alternative procedure for tender and purchasing of articles	**1226.** Above mentioned rules for procurement of articles required for jails and tenders may be substituted by other rules and direction given by State Government from time to time. The State Government may also issue directions for alternative procedure for purchase of articles required in jails. **Note-**Terms and condition regarding the purchase rules prevalent at the time shall apply.
Losses in cleaning etc, of grain	**1227.** Cleaning loss in grain shall be allowed by the Superintendent as it actually occur in the process of cleaning of grain, provided it does not exceed the percentage of dirt, foreign grain, etc., prescribed in the agreement of contract. But when grain which is below the standard or purity requirement by the terms of the agreement of contract is accepted for supply after making suitable deductions for dirt, foreign grain etc., the gross weight of the grain supplied shall be entered in the stock registers and the loss shall be allowed for by the Superintendent,

	as it actually occurs in the process of cleaning to the extent of the deduction made from the contractor's bill. Whenever the percentage of actual loss is higher than that for which deduction has been made from the contractor's bill, the Director General (Prisons) shall be informed and he may allow such extra losses as he may consider necessary.
Inspection of grain	**1228.** The Superintendent shall inspect all grains at the time of purchase for the jail and is responsible for seeing that they are sound and according to the conditions laid down in the contract.
Weighment and safe custody of grain	**1229.** The Jailor alongwith the store-keeper shall be responsible for the weighments and safe custody of the stored grain.
Invoices	**1230.** With each consignment the vendor shall furnish an invoice in duplicate showing the number of bags and packings and the total measure of each kind of article supplied.
Procedure on receipt of articles of purchase at jail gate	**1231.** On the arrival of the articles at the jail gate the gatekeeper shall make an entry of the correct number of bags and packings in the gate book. A careful watch shall be kept over the bags and packings to prevent their being tampered with. All such articles shall be measured and examined by the storekeeper and he shall sign the invoice, a copy of it shall returned to the vendor as receipt.
Rules for storing articles	**1232.** All articles shall be stored in such a place and manner, as their quality is not adversely affected.
Supply to and from expense store	**1233.** When the grain or other articles for or from the expense store are required, the officer concerned shall prepare an indent and submit it through the Jailor to the Superintendent. The Jailor after he has satisfied himself as to the accuracy of the figures in the indent form and the requirements of such articles shall forward the same to the Superintendent for acceptance. The entries of receipt and expense shall be initialed by the issuer and the receiver. Copies of all such indents shall be numbered and kept for records. The number and date of such indent shall be entered in the issue register.
Measurement of Stock	**1234.** The Jailor shall measure at least fifty percent of articles in the grain expense store and at least thirty three percent of articles in other stores once a month at uncertain intervals and record the result in his report book in red ink.
Storage account	**1235.** The Jailor shall maintain storage accounts on the prescribed registers in which the quantities of grain and other articles placed in and issued from the different stores shall be separately shown. The Jailor shall cause to have a record made of the quantity of grain in the bins on the covering of that bin. He shall cause to maintain a ticket for each bin showing the quantity of articles stored, the quantities issued and the balance.

Check of stock of grain and other articles on transfer of officer in-charge of the store	**1236.** When the officer in-charge or the store-keeper is transferred, the Superintendent shall satisfy himself that the stocks of grain and other articles have been measured and checked by the relieved and the relieving officers and found to be correct. Such report shall be recorded in Jailor's report-book, register No. 82 and initialed by all officers concerned. If for any reason the charge cannot be handed over by the officer in-charge of store in his presence, the Superintendent shall cause an inventory of all the articles to be prepared alongwith their particulars.

CHAPTER 54

WORKS

Classification of works	**1237.** Works in prisons come under the following heads: (a) **Original construction work:** Original construction works shall include all new constructions whether entirely new works or additions and alterations to existing works, except as hereinafter provided in clause (b); also repairs to newly purchased or previously abandoned buildings required for bringing them into use. (b) **Repairs and maintenance work:** Repairs or maintenance work shall comprise of painting, white-washing and repairs of civil, electrical and public health works of the prison building which are required to improve the condition and life of the building. The repairs of civil masonry, steel grills and wood works, plumbing lines and water supply, sewer lines, toilets, replacement of broken toilet seats, water taps, electric lines, electric fittings, rewinding of fans, street lights, surveillance equipment etc. shall include in the repair and maintenance budget estimate and carried out every year apart from daily maintenance of such facilities.
Engineering cell at headquarter	**1238.** There shall be an engineering cell at headquarter which shall be responsible for- (a) preparation of estimates of new works and repairs in consultation with the Superintendent; (b) timely examination of the estimates of new works and repairs and their timely submission for sanction; (c) execution of works without unusual delay; (d) ensuring that proper measures are taken to preserve buildings and works in Prison department and to prevent encroachment of government land with the Superintendent; (e) inspection and annual audit of the condition of the buildings and works of every jail; **(f)** inspection of the new works at different intervals to ensure that the qualitative and technical specifications are being adhered to by the construction agency.
Norms for construction of new prison building	**1239.** Construction of all new prison building shall ordinarily be based on the norms fixed by Director General (Prisons) in consultation with the Public Works Department. Director General (Prisons) shall issue a handbook on buildings and works in this respect.
Power of Director General/Inspector General (prisons) to accord administrative sanction	**1240.** The Director General (Prisons) is empowered to accord administrative approval to projects for original works costing up to the limit as fixed by the State Government.

Lump appropriation for minor and petty works and maintenance and repairs	**1241.** Lump appropriation shall be made in the jail Budget under the appropriate head for minor and petty works and for maintenance and repairs, and the Director General (Prisons) has authority to allot funds against sanctioned estimates within the sanctioned grant. No estimates are required for annual repairs. **Note-** For classification of maintenance and repairs, rule 270 of Financial Handbook, Volume V, Part I, should be consulted.
Consultation with Government construction agencies	**1242.** The Superintendent may consult the officers of the government agencies regarding building projects, drainage, water supply, electrical works etc. The officers of such agencies shall, in their respective spheres without any charges, assist the officers of the jail department and give every professional assistance required in the preparation of plans and estimates but it does not include the actual supervision of the work.
Lease of jails plots and buildings	**1243.** No plot or building or house on jail land shall be given on lease or hire without the previous sanction of the State Government.
Inspection of jail buildings by Public Works Department-	**1244.** The jails shall be open to inspection by superintending engineers and divisional engineers of the provincial division of the Public Works Department. The divisional engineer or any assistant engineer deputed by him shall record once a year a general account of the condition of the buildings of every jail in his division, a copy of which shall be sent to the Superintendent of the Jail for transmission to the Director General (Prisons). The divisional engineer shall also send a copy of the report to his superintending engineer if he considers that it contains anything which is serious enough to be brought to the notice of the superintending engineer. Superintending engineer shall inspect any prison in their circle if any serious defect is brought to light by the divisional engineer's inspection. Both these officers are authorized to enter any remarks on the conditions of the jail buildings and the progress of any work in the visitors book.
Report of damage caused by accident or fire	**1245.** The Superintendent shall report at once to the Director General, the Deputy Inspector General of the Range, District Magistrate and the divisional engineer of Public Works Department, any damage caused by accident or fire to a Government building so that action may be taken in time to prevent further injury to the building. Funds to carry out the repairs necessitated by such damage shall be provided by the jail department.
Register of buildings	**1246.** The Superintendent shall cause to maintain a register of buildings which shall contain type of building, its year of construction, its plinth and floor areas, its place and alterations made in the building. This register shall be updated annually in the month of December.

Site Plan	**1247.** A site plan of the jail corrected up to date shall be kept in the jail office.
Execution of works	**1248.** (1) Every work undertaken by the jail department shall be carried out by that department in accordance with the rules contained in the Manuals of the Public Works and Accounts Departments. (2) For the execution of major works by the jail department the orders of the State Government shall be necessary. (3) At each central prison, the Superintendent shall maintain a sufficient number of convicts trained in masonry for employment in his own as well as other affiliated jails in order to save outside labour as much as possible.
Accounts books and records of expenditure	**1249.** All accounts, books and records regarding the expenditure of money on works, repairs or constructions shall be kept distinct and separate from those of the prison and the factory.
Stock book of building material	**1250.** Materials purchased, including articles supplied from jail factories, shall be taken in the stock-book of building material, in which an account shall also be maintained of all materials obtained from demolished buildings. The Superintendent and the Jailor shall verify the stock of building material at least once in every quarter.
Issue of materials	**1251.** When materials are issued from stock, each issue shall be entered under the head of the work on which it will be expended and the number and date of the indent duly sanctioned by the Superintendent shall also be noted. Each item of issue shall be signed by the officer receiving the materials.
Submission of Completion bills	**1252.** Completion bills are not required for repairs and petty works, but when the work has been completed an intimation of it together with information as to the amount spent shall be sent to the Director General (Prisons). Completion bills for minor and major works shall be submitted immediately after the completion of the work to the Accountant General for transmission to the sanctioning authority.
Completion certificate	**1253.** On the completion of a work, a completion certificate shall be submitted to the Superintendent by the agency deployed for the work.
Savings to be reported	**1254.** Any savings on works (actual and anticipated) shall be reported to the Director General (Prisons) not later than the last week of February.
Instructor Civil Works	**1255.** Instructor civil works shall train a sufficient number of convicts in masonry and shall be responsible for assessment and supervision of annual repairs.

CHAPTER- 55

ACCOUNTS

Budget Estimates	**1256.** Rules regarding the preparation and submission of budget estimates and other cognate matters and the responsibilities of the controlling authority and disbursing officers in respect of the expenditure of Government money are contained in the Uttar Pradesh Budget Manual and Financial Handbook, volume V, part I and should be carefully followed.
Rules in Financial Handbook and Government Orders	**1257.** The Superintendent shall see that all rules laid down in Financial Handbook and Government Orders in matters of accounts are scrupulously followed.
Income and receipts to be credited to treasury	**1258.** The Superintendent shall see that all items of miscellaneous receipts are duly remitted to the treasury for credit under jail miscellaneous receipts. The maintenance of any fund from the receipts of sale of Government property is strictly prohibited.
Produce for gardens attached to official residences	**1259.** Where a prison officer of the rank of Superintendent or above or Medical Officer has been provided with a Government building for residential purposes which has a garden maintained at Government expense or with jail labour attached to it, he is entitled to the free use of the produce of the garden, but, if any produce is sold, the proceeds must be remitted to the treasury under relevant head. Rent for extra amenities such as garden, etc., provided in their residences should be paid by the concerned jail officer or the Medical Officer concerned according to rules in Financial Handbook, volume II.
Rules for depositing and drawing money	**1260.** The Superintendent shall observe the following rules when sending to the treasury or the bank or drawing there from any money on Government account. (a) Ordinarily a head warder may be entrusted with money up to Rs. 10,000/-. (b) A Deputy Jailor or Accountant with a head warder may be entrusted with money up to Rs. 50,000/-. (c) Jailor shall be deputed when the amount to be paid or drawn exceeds Rs. 50,000/-. (d) In all cases of remittances or drawings in excess of Rs. 50,000/-, a guard of two warders armed with rifles and 10 rounds of ammunition each shall accompany the officer. (e) In special or emergent cases, the Superintendent may deviate from the above rules, but in all such cases he shall be responsible for taking such precautions for the safety of the money as are possible in the circumstances.
Treasure Chest	**1261.** Every jail shall be provided with a treasure chest in which money belonging to Government or prisoners and documents of value or importance such as security, pass-books, contractor's agreement, etc. shall be kept. No valuables or moneys not belonging to Government or prisoners shall be kept in this chest.

Locks and keys of treasure chest	**1262.** The treasure chest shall be secured with double locks. The key of one lock shall always be kept by the Superintendent and that of the other by the Jailor, so that, the treasure chest cannot be opened in the absence of the Superintendent.
Treasure chest for Jailor	**1263.** Jailor nominated by the Superintendent for the purpose is allowed a separate chest in which they shall keep money shown in the memorandum of daily cash balances as "With the Jailor." They must not keep in this chest any moneys or valuables which are not the property of the Government or the prisoners and shall retain the key of the chest with them. Cash with the Jailor shall not ordinarily exceed the permanent advance sanctioned under paragraph 67 of Account Rules (Financial Handbook, volume V, part I).
Payment of bills	**1264.** All payments to local or outside contractors or suppliers, for work done, articles supplied or services rendered, shall be made in favour of the contractors or suppliers in accordance with prevalent financial rules. All payments for the supplies received during the year shall be made within the financial year and accounted for in that year.
Sub-heads of budget	**1265.** The words 001- Director and Administration, 101- All Jails, 102-Jail Manufacture, 800-03- Jail Trainig School, 800-04-Rehabilitation of Prisoners through Public welfare schemes should be written after the major head "2056 or 0056", as the case may be.
Pension papers of jail staff	**1266.** Superintendent shall see that the pension/NPS cases of all the jail staff under him receive their personal attention and are expeditiously dealt with according to Uttar Pradesh Pension Case Submission, Disposal and Avoidance of Delay Rules, 1995 and other relevant rules. The process of preparation of pension papers must be initiated one year prior to the date of retirement.
Retirement Benefits	**1267.** Superintendent shall ensure that claims for post-retirement benefits, viz., gratuity, leave encashment, commutation, General Provident Fund, Government Insurance Scheme and Government Provident Fund linked Insurance, if applicable, are submitted to the competent authority at the earliest.
Economy in expenditure	**1268.** The Superintendent shall promote the utmost economy in every department and shall carefully examine all demands or indents before sanctioning them or submitting them for sanction.
Purchase Process	**1269.** The Superintendent shall be responsible for making purchases through Government e-market (Gem) or e-tender under the prescribed expenditure limits in accordance to the policies prescribed by the Government at the time.

Rules for tenders and agreements	**1270.** The following instructions regarding tenders and agreements should be followed in addition to the instructions given in Appendix XIX of Financial Handbook, volume V, part 1 : (i) When tenders are called for the supply of goods to jails a condition should be inserted in the notice that a firm or contractor is permitted to offer only one tender and not more than one under the same or different names. (ii) Only sealed tenders should be invited. Every firm or contractor making a tender should deposit earnest money which shall not be less than 3 per cent of the value of the goods to be supplied. The security to be deposited by firms or contractors whose tenders have been accepted must not be less than 6 per cent of such value. (iii) When an agreement is entered into, the date by which the supply is to be made shall be entered in the supply order.
Cost of maintenance of prisoners of other States and Union Territories	**1271.** Other States and Union Territories are responsible for the cost of maintenance of their prisoners imprisoned in the jails in Uttar Pradesh. Superintendents shall, therefore, communicate to the Director General (Prisons) on March 25, of each year, the amount recoverable on account of such maintenance. **Notes.** 1. The statements of maintenance charges of prisoners of other States and Union Territories confined in this State should be prepared for the calendar year and not the financial year and separate statements shall be submitted for each State and Union Territories. 2. The Director General (Prisons) shall issue instructions in regard to the rates at which such charges for maintenance and supervision, etc., are to be made.
Cash payment receipts	**1272.** In the preparation of cash payment receipt the following instructions shall be followed : - (a) The budget head to which the charge is debitable shall be written adding the word “jail”. (b) The number of the supplier’s invoice supporting the charge shall be quoted. (c) Pay orders specifying the amount to be paid must accompany all receipts sent by out-station firms. These receipts, as well as the pay orders, shall be signed by the Superintendent. In the list of sub-vouchers the number of the pay order and not the number of the firm’s receipt, shall be quoted. (d) When the payee is illiterate his thumb-impression shall be attested by at least one competent witness. (e) With reference to all payments made, the disbursing officer has to

	satisfy that the payee has actually received the sum charged. The Superintendent shall not sign a pay order until he has satisfied himself by reference to the invoice supporting the charge that the articles charged for have been actually received and have not been previously paid for. The Jailor and Accountant shall be held personally responsible for the correctness and genuineness of such receipts.
Detailed contingent bills	**1273.** The following rules are prescribed for the preparation of detailed contingent bills:- (i) Detailed contingent bills shall be prepared separately for – (a) jails; (b) works; and (c) factory. These bills together with vouchers, receipts, etc. securely fastened should be submitted in separate sets. Forwarding dockets are not required. (ii) A memorandum in the prescribed form, showing expenditure of the month and progressive totals under contract, provincial and fully vouchered contingencies shall be submitted to the Director General (Prisons) on the 5th of each month separately. (iii) The detailed contingent bill for jails comprises the following papers : (a) detailed bill; (b) diet voucher; (c) diet voucher for superior class convicts; (d) rates from the Senior Marketing Inspector; (e) voucher of hospital charges; (f) voucher of miscellaneous charges; (g) factory vouchers; (h) list of sub-vouchers submitted together with receipts entered therein; (i) memorandum of invoices debited, together with all invoices entered therein; and (j) statement showing details of deductions made for the cost of articles supplied to jails. (iv) If no cash expenditure has been incurred under works and no transaction by invoice has been adjusted, the treasury form will be blank and should not be submitted, but this fact should be intimated by letter to the Director General (Prisons). (v) The Superintendent shall submit detailed bills and vouchers, etc., by the 5th of each month to the Director General (Prisons) who shall send them to the Accountant General by the 15th of the second subsequent month to which the charges relate. Vouchers, etc., if not complete on those dates should be forwarded subsequently. A list of documents left out should be attached to the bill.

	(vi) The word “jail” shall be written at the top of the relative detailed bill. For “works” the forms prescribed in paragraph 310 of Financial Handbook, volume V, part 1, shall be used. (vii) The column headed “serial number of sub-vouchers” of the detailed bills shall always contain the numbers of all payees receipts whether they are for sums above Rs.1000. When the register of petty cash payments has been used, the serial number of payments should be quoted. (viii) If any money is refunded into treasury within the month, the detailed bill shall be prepared for the net amount and not for the gross amount and treasury receipts shall be attached. (ix) Pay of extra staff, debitable to “02-Mazdoori”, is drawn on the establishment bill. Such charges shall be entered in the contingent bill and included in the memorandum of allotment. The amount should not be shown in the money columns, but should be entered on the margin of the detailed bill and the details of the number of staff so employed, rate of pay, etc., should be given in the voucher for miscellaneous charges. (x) Costs of vegetables, turmeric, chillies, limes, etc. i.e., all products of the jail garden issued to prisoners free of charge should be deducted from the total expenditure shown in the diet voucher, the voucher of hospital charges and the diet voucher of superior class convicts. (xi) The following memorandum shall invariably be given on the reverse of the diet voucher and the voucher for hospital charges for jails: (1) cost of grain in hand on the last day of the past month; (2) cost of grain purchased during the month; (3) by cash, vide detailed bill; (4) by invoice; (5) total; (6) cost of grain expended during the month as per voucher; (7) cost of grain in hand. The Jailor shall certify on this form that the balance shown in this memorandum agrees with the balance in the register of purchase of grain and the prison ledger, and that the number of prisoners dieted shown in the diet vouchers is correct and agrees with the figures in the general summary of prisoners (long roll). Details of miscellaneous dietary charges should be given in the voucher for miscellaneous charges. The voucher for hospital charges is required in duplicate when the monthly expenditure exceeds Rs. 1000.

	(xii) ***Voucher for miscellaneous charges*** – One form is required to show details of expenditure under all heads of countersigned contingencies (except rations and hospital charges). If there is any other expenditure under "Other miscellaneous supplies and services", another form showing details under this head alone should be submitted for transmission to the Accountant General. If the expenditure exceeds the amount as fixed by the State Government under any other head its details should also be copied out in the second form. (xiii) Purchase of live-stock and machinery, cooking utensils and other articles likely to last for three years or upwards and costing over the amount as fixed by the State Government individually, requires the previous sanction of the Director General (Prisons). The number and date of the letter sanctioning the purchase shall invariably be quoted on the voucher. (xiv) Details of each receipt shall be entered in the inner money column and its total in the outer money column. The total expenditure under each head shall be entered in red ink and must tally with the amount shown as drawn in the detailed bill. (xv) ***Factory voucher-*** When the amount drawn for purchase of raw materials is less than amount as fixed by the State Government and there is no expenditure under factory miscellaneous, only one form is required. A second form is required for submission to the Accountant General, showing expenditure under miscellaneous only, if there is any expenditure whatever the amount and also showing details of raw material charges when they exceed Rs. 20,000. Details of expenditure under purchase of materials and under miscellaneous may be shown on one form. (xvi) Wheat, fuel, salt, required for factory, shall be purchased direct and not drawn from the grain stores. (xvii) The value of service postage stamps obtained from the treasury for factory use shall be shown in the factory voucher and also in the detailed bill. (xviii) ***Memorandum of invoices debited***- The word "jail", "works" or "factory" as the case may be shall be written at the top. All invoices, whether of other departments, other jails, or own jail shall be entered on this form.
Observation of financial rules	**1274**. Accountant, Jailor and the Superintendent shall ensure that financial rules and guidelines issued in this connection are strictly observed. All documents relating to purchase and expenditure shall be signed by Accountant and Jailor in token of having seen them. The Superintendent shall ensure that every expenditure is paid under the appropriate head only.

CHAPTER- 56

REGISTERS, CORRESPONDENCE, RETURNS AND FORMS

	REGISTERS
Registers and period of their retention	**1275.** A list of registers prescribed for a jail office showing also the period of their retention is given in **Appendix VI.**
Period of retention of tenders and agreements	**1276.** **(1)** The tenders for storage of articles, other documents, accounts etc., in connection therewith shall be preserved for two years after the departmental auditor and the auditors of the Accountant General's Office have checked the purchase accounts of the period concerned. **(2)** Agreements should be destroyed after five years.
Factory forms	**1277.** A list of factory forms and registers is given in **Appendix IX.**
Superintendent's duty regarding maintenance of registers	**1278.** The Superintendent is responsible for seeing that the registers prescribed in this Manual are properly maintained and are always up to date. He shall examine weekly account books and initial them after satisfying himself as to their accuracy.
1279	**Dispatch returns-** The Superintendent shall personally satisfy himself that all the returns due from his office are dispatched in due time.
1280	**Superintendent to examine certain registers daily–** **(1)** The Superintendent shall examine and initial the following registers daily; **(a)** Convicts' Release register; **(b)** Punishment register; **(c)** Jailor and circle officer's report-book; **(d)** Lock-up register; **(e)** Night round register; **(f)** Labour register; **(g)** Daily diet register; **(2)** The Medical Superintendent shall examine and sign daily the following registers : **(a)** the hospital daily register of admission and discharges; and **(b)** Medical Officer's report book.

Submission of return and maintenance of registers	**1281.** The Jailor shall be responsible for seeing that all registers are correctly maintained and all returns are correctly and punctually submitted. The Jailor shall check the registers from day to day, and report daily in his report-book, the numbers of the register so checked. Each register shall be thoroughly checked at least once a month.
Verification of stock	**1282.** The Superintendent shall see that the Jailor verifies, by actually weighing and counting, at least 50 per cent of grain stock and 33 percent of other Government stock (including clothing stock) once in every month, in such a way that the physical verification of all stock is carried out at least once in every year, and that he signs the stock-book and records in his report book the result of such verification. He shall himself frequently and at uncertain intervals test items of stock, and shall verify all stock once a quarter, actually weighing or counting at least 10 per cent of it, and noting the result under his initials on the items checked. He shall at once report to the Director General (Prisons) any deficiency or irregularity which he may detect. **Note: -** All articles of permanent nature irrespective of value shall be entered in Jail Register No.66 and articles of perishable and consumable nature shall be entered in Jail register No 68.
Distribution list of Government property	**1283.** A distribution list of Government property, including furniture, shall be maintained by Jailor to show its distribution among the various sections of the office and among officers. An up to date list of furniture and other government property allotted to each office or room shall be kept hung up in the office or room to facilitate checking.
Verification by weightment	**1284.** The Superintendent shall verify by actual weightment the weight of at least 10 per cent of the goods sent from the factories to the store and shall report to the Director General on January 10, April 10, July 10 and October 10 that the instructions in regard to the verification of stores of all kinds have been complied with.
Unserviceable and irrepairable stores	**1285.** The Superintendent shall see that all unserviceable or irrepairable stores and articles are from time to time brought before him for inspection, in order that they may be condemned or otherwise disposed of under his orders.
Audit and disposal of objections	**1286.** The Superintendent shall afford all reasonable facilities to the departmental and other auditors in the examination of accounts and records. He shall dispose of the objection statement with all possible expedition and in all cases before the audit is closed.
Departmental Auditor	**1287.** (1) The Departmental Auditor shall audit the accounts of the Jail, factories and works. He shall check stocks of grains in the grain expense store and raw materials and manufactured goods in the

	store and in factories. He shall check factory accounts for the whole year and a proportion of the dietary, works and other jail accounts. He may also be assigned by the Director General (Prisons) any other duties connected with audit and accounts. (2) The main purpose of audit being correct maintenance of records by the accountants, store keepers and factory officers, it shall be the duty of the Departmental Auditor to explain verbally and by actual demonstration the correct method of maintaining registers and records to the officer concerned. (3) The Departmental Auditor shall submit to the Director General (Prisons) an audit note on the condition of the factories and the accounts of each jail on completion of the audit, sending a copy of the note at the same time to the Superintendent.
Action on audit notes	**1288.** On receipt of the audit note either from the Departmental Auditor or from the auditors of the Accountant-General's office, the Superintendent shall ordinarily deal with it within one month of its receipt and when this is not possible an interim report giving reasons for the delay shall be sent to the Director General (Prisons).
Correspondence regarding audits	**1289.** The Superintendent shall cause to be maintained separate file in which all correspondence relating to audits and the explanations submitted and the orders passed shall be preserved for the information of the auditors.
Custody of accounts papers	**1290.**The accountant under the supervision of Jailor is responsible for seeing that all receipts, documents, files and completed stock-books and account register, are kept properly arranged in locked almirahs, so as to be immediately available when required.
Dietary charges	**1291.** **(1)** Diets of prisoners shall ordinarily be charged on the basis of the number of prisoners locked up. When however, the number of admissions, transfers or releases is large, the actual diets issued shall be charged in the diet register and an explanatory note shall be given on the margin. **(2)** When a civil prisoner or revenue defaulter is provided with diet from the grain expense store, a separate page or pages shall be used in the diet register for showing the quantities of different articles of food issued, modifying the columns according to requirements. The daily entries shall be carried into the respective accounts in the stock book of rations and the monthly totals shall be shown in the expenditure account in the register of purchase of grain with costs calculated at the average market rate of the previous month.

	(3) The cost of diet shall be paid in cash into the treasury under a challan showing the recovery as “unclassified item" and deducted from the progressive total of expenditure under dietary charges. **(4)** The transfer of costs of diet shall be made from the appropriate heads to the head “dietary charges” in the prison ledger and need not be shown in the prison cash book, but remittances to the treasury shall be duly recorded. **(5)** The total monthly expenditure of a civil prisoner or revenue defaulter who is dieted at the decree-holder’s expense must not exceed the amount of his subsistence.
Register of purchase of grain	**1292.** The Jailor shall make a monthly cross check of register of purchase of grain with the stock book of rations or the grain storage account book, as the case may be, and report in his report book that he has done so and that the entries have been tallied.
Check of establishment order book	**1293.** The final result of each order on the subject of leave, promotion, reversion, etc., of individual officers shall be shown in the establishment order book.
Register of locks and keys	**1294.** **(1)** The register of locks and keys (Register no. 70) shall have separate pages allotted to the following sections : **(a)** locks, the keys of which remain in the possession of officers; **(b)** locks, the keys of which are kept in the key chest. **(c)** night locks; **(d)** reserve locks; **(e)** unserviceable locks. **(2)** In addition to the register above mentioned, each Deputy Jailor in-charge of Circle shall maintain a separate lock register for the locks in his charge. **(3)** A memo, giving the number of locks in each section, shall be maintained on the first page of the book and the Jailor or Deputy Jailor in charge of Circle, as the case may be, shall occasionally check the total number of locks shown in the register with the total number shown in the register of government property. **(4)** The register of locks shall be re-written after every three years and the Jailor is personally responsible for checking it thoroughly and seeing that no omissions occur. The Superintendent shall also satisfy himself and certify in the register that the entries have been correctly copied out.

Cash books	**1295.** **(1)** The accountant under the supervision of Jailor shall be responsible for the correct maintenance of the cash-books. The Jailor shall compare the cash in their hands daily with the balance shown in his charge in the memorandum of daily cash balance and shall initial the cash-books and the memorandum of cash balances daily and present them before the Superintendent for examination. **(2)** The Superintendent may allow cash up to the limit of Rs. 5,000 for petty expenditure to be kept in charge of the Jailor.
Prison ledger	**1296.** **(1)** The following accounts shall be maintained in the prison ledger : **(a)** Treasury drawing **(b)** Permanent advance. **(c)** Miscellaneous deposit account. **(d)** Prisoners' cash deposits (in jail). **(e)** Prisoners' cash deposits (in bank). **(f)** Security deposits & earnest money. **(g)** Miscellaneous receipts. **(h)** Civil prisoners' account. **(i)** Undertrial private account. **(J)** Prisoner welfare account. **(k)** Canteen account. **(l)** Prisoners' incentive account. **(m)** Victim compensation account. The Superintendent may open any other heads which he may consider necessary. **(2)** With a view to secure a check over pending items of deposit, full details of all pending items shall be entered in red ink at the end of each month and brought to the notice of the Superintendent.
Register of petty cash payment	**1297.** The register of petty cash payments shall be used for all payments of Rs. 5000/- or less made on account of subsistence allowance, cartage, etc. only. Payments for supplies and materials and wages shall not be accounted for in this register. Separate books shall be used for jail and works. This book should not be used for factory payments. **Note-**Convicts receipts for deposits refunded at the time of release shall be taken in the register of prisoners cash deposit and not in this register.

Register of letters and stamps account	**1298.** The Superintendent shall write an order in his order-book nominating the officer who shall be responsible for the maintenance of the register of letters and stamps account and the safe custody of stamps.
Register of Cheques	**1299.** The Superintendent shall see that all cheques received have been duly accounted for in the cash-book. The register shall be initialed by the Accountant and the Jailor. The Superintendent shall cause to maintain a register of bills (Register no. 64) which shall contain details of the registers of bills which has to be pre-audited before submitting it to treasury. The register shall be initialled by the accountant, the Jailor and the Superintendent.
Register of Registers and Register of files	**1300.** **(1)** The Superintendent shall cause to be maintained a Register of Registers (Register no. 69) which shall contain details of all registers in the record room. **(2)** The Superintendent shall cause to maintain a Register of Files (Register no. 71) which shall contain details of all files in jail.
Factory registers	**1301.** Factory records shall be kept separate. All factory accounts books and records shall be kept distinct and separate from those of the general department of the prison.
Goods supplied to local bodies	**1302.** Local bodies (district and municipal boards and town and notified areas) and Public Sector Units shall be treated as Government departments in the matter of prices of jail manufactured goods supplied to them.
Goods supplied to Jail Department and its Institutions	**1303.** Goods supplied by jail factories to the office of Jail department and other jail institutions shall be treated as supplies for jail use and shall be priced and accounted for accordingly.
Supplier's Invoice of materials	**1304.** **(1)** When in the case of supplies of articles, such as wool and grains, etc., any deductions are made on account of admixture, such as dirt, etc., details of such deductions shall be given in the supplier's invoices. The entries in the relative stock register shall, however, be for gross quantities and not for the net quantities actually paid for. The actual losses may be charged later as they occur with the sanction of the Director General (Prisons).

	(2) All packing material shall be accounted for in the supplier's invoice even though the supplier has not given the details whether such material has been charged for or not. **(3)** The articles supplied shall be weighed and checked by the Jailor in the presence of the store-keeper. **(4)** The Jailor shall initial and date the column of the invoice in which the page of the stock-book is noted. He is responsible for seeing that no payment for articles purchased is made or adjusted unless the invoice has been initialled and dated by the store-keeper in token of having brought the articles on the stock. These instructions shall be observed in the case of all purchases made either from the market or from other jails.
Register of daily purchase of materials	**1305.** Tools and plants not likely to last three years or more, or less than Rs. 5000 in value individually shall be treated as expendable articles and accounted for in the register of daily purchase of materials. Machinery and dead stock valued at Rs. 5000 or more or likely to last three years or more shall go into the register of Government property from the supplier's invoice direct.
Stock-book of Government property in factories in prisons	**1306.** In prisons, each factory officer shall maintain a separate stock-book of Government property with a separate section for dead stock belonging to the factory. It shall be verified quarterly by the Jailor and six monthly by the Superintendent.
Numbering of jail product	**1307.** Each jail product shall bear a serial number or a batch which shall be quoted in the course of all transactions relating thereto. Each jail product shall be serialized and marked as per the orders of the Director General (Prisons).
Stock book of manufactured goods	**1308.** Every article having a marketable value, however, trifling it may be such as cotton cutting, oil-cake etc, shall be brought on to the stock-book of manufactured goods. An account of waste thread received from weaving factories and re-issued for use shall also be maintained.
Separate accounts for different articles	**1309.** There shall be separate accounts for articles of different varieties and different prices.
Patterns	**1310.** A list of all patterns shall be maintained in the stock-book of manufactured goods with the serial number, measurements and a brief description of each patterns, which shall not be sold.

Cash receipt book	**1311.** **(1)** Every cash receipt-book shall have a number which shall be printed on each form throughout the book. On receipt of these books from the press, the Superintendent shall after an examination of each book certify as to the number of forms contained in it on the cover and shall maintain in the stock-book of forms an account of receipts and issues of this form and shall verify the balance of stock on April 1, each year, noting the result over his initials. **(2)** The Jailor is authorized to sign receipts in lieu of the Superintendent. **(3)** All cash received on account of sale of manufactured goods shall be remitted to the treasury monthly or oftener, if necessary.
General ledger	**1312.** **(1)** In the general ledger the following accounts shall be maintained in addition to any other accounts which may be found necessary :- **(a)** Treasury Officer's account ; **(b)** Cash account; **(c)** Supplier's collective account; **(d)** Customers' collective account; **(e)** Tools and plant account; **(f)** Credits invoices; **(g)** Debit invoices; **(h)** Profit and Loss; **(2)** Balance shall be struck monthly and checked by the Jailor and the Superintendent.
Report of loss to Inspector-General	**1313.** When any loss on a particular industry comes to the notice of the Superintendent, at the time of quarterly preparation of accounts, it shall be reported to the Inspector General for such action as he may consider necessary.
Comparative statement of factory working	**1314.** The comparative statement of factory working shall be hung up in the factory office for facility of reference.
Uttar Pradesh Jail Depot	**1315.** Rules for the dispatch of goods for sale from the jail to the Uttar Pradesh Jail Depot at Lucknow and the maintenance of accounts in connection therewith are contained in **Appendix XI.**

Correspondence Letters	**1316.** All letters received at jail shall be put before the Superintendent by the personnel entrusted with this work at the earliest.
Local dak	**1317.** Jail officers receiving the local dak shall legibly sign their names in the dak-book. Gate-keepers may take delivery in exceptional cases and then deliver the letters at the earliest opportunity to the officer concerned taking a receipt from him in the gate-book.
Subject of letters	**1318.** **(1)** Every letter shall, as far as possible, deal with one subject only. **(2)** Every letter shall be replied to separately and previous reference, if any, shall invariably be quoted.
Files	**1319.** A file shall consist of a letter or letters issued or received in the course of correspondence on one subject. Every letter received or issued shall at once be consigned to the proper file. Every new file shall immediately be entered in the file register.
Period of retention of correspondence, etc	**1320.** The period prescribed for the retention of correspondence and other records are given in **Appendix- VII.**
History tickets on release	**1321.** History tickets shall be preserved by the Jailor for one year after the release of a convict.
History tickets to be kept in safe custody-	**1322.** The Jailor or any other officer nominated by the Superintendent in this behalf shall be responsible for both the correctness and the safe custody of history tickets. If a history ticket is lost or spoilt, a duplicate shall be prepared with the permission of the Superintendent. All punishments and other entries shall be searched for from the records and the Jailor shall sign a certificate on the new ticket that all relevant entries have been recorded. The duplicate shall be clearly so marked and shall show the date of preparation, the date of the Superintendent's order and the reason why a duplicate was necessary.
Closing and distribution of files	**1323.** In all correspondence, reminders, explanation of delay and dockets on matters of mere routine, such as return of enclosures, shall be destroyed when the file is closed before consignment to the record room. The originals of such reports and statements as are printed shall be destroyed on receipt of the printed copies. If general questions and particular cases have been dealt with in the same file, the period fixed for the retention of correspondence on the general question differs from that fixed for the correspondence regarding the particular case, the file may be divided into two or more parts to facilitate weeding.

Weeding labels	**1324.** **(1)** Before a file is consigned to the record room, a label shall be affixed on the file or part of the file if the file has been divided into parts, to show the period of retention or the time at which the question of destruction of the record shall be considered. **(2)** The jail officer concerned shall initial each label after it has been affixed, after satisfying himself that it is appropriate. **(3)** The period for which registers, books, returns, reports and files or parts of files are to be kept shall be counted from the beginning of the calendar year succeeding that to which the register, report book or return relates, or in the case of correspondence of the calendar year in which the last letter of the file or part of the file was disposed of.
Disposal of weeded files	**1325.** All weeded out files and documents, published books, reports, gazettes and ordinary sweepings from office rooms as also documents of a secret or confidential nature shall not be sold to the public but shall be destroyed by being burnt under the personal supervision of a responsible officer. File boards, kaidaks, notes and correspondence covers shall be removed before a file is destroyed. File boards and kaidaks may be used again while the notes and correspondence covers may be sold as waste paper. Published books, reports and gazettes which are no longer required, and ordinary sweeping from office rooms may also be sold as waste paper.
Report on weeding	**1326.** The Superintendent shall report on April 1 of each year that the work of weeding of old records is up to date.
Returns	**1327. List of returns, etc. -** List of returns, reports and indents to be submitted by a jail office is given in **Appendix VIII.**
Forms and Registers	**1328.** Formats of the different forms and registers for general use in the Jail Department shall be decided by the Director General and be issued in the form of a handbook.

Chapter 57

Staff Development

Facilities while on duty	**1329.** All facilities like drinking water, first aid, toilets etc. shall be extended to the personnel on duty.
Housing facilities	**1330.** Housing for prison staff may be developed on modern lines with adequate community services and facilities.
Staff meetings	**1331.** **(1)** The Superintendent shall convene a monthly meeting of the institutional staff members. The objectives of this meeting will be: **(a)** coordination in institutional activities; **(b)** to improve methods of work; **(c)** to interpret governmental policies to staff members; **(d)** to explain new procedures, rules,, regulations and policies regarding inmates discipline, conduct towards prisoners and institutional management; **(e)** to explain policies relating to personnel management and staff discipline. **(f)** to explain welfare programmes chalked out by the Staff Welfare Committee; **(g)** to give opportunities to staff members to discuss their common problems; **(h)** to appreciate good work as and when necessary; **(i)** To reward staff members as and when necessary. **(2)** Minutes of the proceedings of the meeting shall be recorded and a copy of it shall be forwarded to the Deputy Inspector General of Prisons (Range) with remarks of the Superintendent.
Conference	**1332.** **(1)** Conferences of departmental personnel shall be held by Director General quarterly at head quarter or any other suitable place. The objective of such conference shall be: **(a)** To take stock of achievements; **(b)** To evaluate current procedures, practices and methods of the organization; **(c)** To plan for future development of the department; **(d)** To understand staff problems and staff aspirations; **(e)** To promote best practices in custodial management. **(2)** Minutes of the conference shall be recorded and the Director General shall forward the same to the government, along with his suggestions and appropriate proposals. Action taken on these minutes and a proposal will be communicated to the institutional personnel by the Prison Headquarter.
Staff Training	**1333. (1)** Training programmes will aim at: **(a)** Acquainting correctional personnel with scientific and progressive methods of Correctional Administration; **(b)** Making them conscious of their responsibilities, and the role they have to play in a Welfare State; **(c)** Refining their abilities and skills, improving their performance of administrative duties and providing them with experience to meet future needs of the department in

	positions of higher responsibility; **(d)** Inculcating an esprit-de-corps amongst the correctional personnel. Correctional personnel shall be given special training (in P.T., drill, unarmed combat, cane drill and mob-dispersal drill) to enable them to restrain aggressive prisoners by means prescribed by the authorities in accordance with the relevant rules and regulations. Personnel who are provided with arms shall be trained in their use and instructed in the regulations governing their use. **(1)** All new recruits to the prison department, whether inducted as security, custodial, correctional, executive, treatment or supervisory staff shall be imparted basic training of sufficient duration appropriate to their job requirements. All officers and staff taken on deputation from other departments shall also be given a short orientation course for at least one week with regard to the functioning of the prison department.
Training Institutes	**1334.** Dr. Sampurnanand Jail Training Institute at Lucknow, is State level training institute for Prisons' Personnel. State Government may establish Regional Training Institutes and Schools as it thinks necessary.
Functions of Training Institutes	**1335.** The functions of a Training Institute/Regional Institute of Correctional Services will be: **a)** Training; **b)** Research; **c)** Studies on Organization and methods; and **d)** Publication of journals, pamphlets, papers and hand books on Correctional Service.
Administration of Training Institutes	**1336.** Dr. Sampurnanand Jail Training Institute at Lucknow shall be headed by Prison Officer not below the rank of Additional Inspector General as Director. For better management and administration, there shall also be a Deputy Director and Assistant Director not below the rank of Senior Superintendent and Superintendent respectively. Government may create other required necessary post for the smooth functioning of training from time to time.
Training courses	**1337. (1)** So far as possible the following training courses shall be organized at the training institutes: **(a)** On recruitment, all correctional officers i.e. Superintendent, Deputy Jailor and warder shall undergo an initial basic training course; **(b)** Serving Superintendents, Jailors, Deputy Jailors, security personnel and other correctional officers of all grades will undergo refresher courses once in every five years; **(c)** Vertical Interaction Courses (thematic) for prison officers; **(d)** Short- term courses on various aspects of Correctional Administration and Treatment of Offenders; **(e)** The Director General of Prisons and Additional Inspector General Training Institute will prepare a panel of officers having special merit and capabilities for attending conferences and special training courses, within the country and abroad.

	(2) Study teams of senior officers may be deputed to visit other States in the country. Such teams after getting sanction of Director General or Government may also visit countries where innovative correctional programmes and practices have been successfully introduced. Officers with outstanding performance in the department shall be given preference for such visits. **(3)** The syllabus of various training programmes shall be determined time to time by the Director General on the recommendations of syllabus determination Committee. The committee shall comprise of the following:- **(1)** Additional Inspector General Training Institute- Chairman; **(2)** Deputy Inspector General (Head Quarter)- Member; **(3)** Deputy Director, Training Institute- Member Secretary; **(4)** Senior Superintendent, Model Jail- Member; **(5)** Assistant Director (Academics)- Member.
Staff Welfare Committee	**1338. (1)** There will be a Welfare Committee at each Institution consisting representatives of executive, technical, ministerial and guarding/custodial personnel. The Superintendent will be the ex-officio Chairman of the Committee. The Welfare Committee will meet at least quarterly a year. Minutes of its meetings will be recorded. **(2)** There will also be a Central Welfare Committee for staff in the Director General's office. The Director General of Prisons shall be as its President and the following shall be as its members: - **(a)** Additional Inspector General (Headquarters) - Vice President; **(b)** Additional Inspector General Jail Training and development Institute; **(c)** All Deputy Inspector Generals; **(d)** Senior Superintendent of Model Prison, Lucknow. **(e)** Senior Superintendent District Jail, Lucknow
Functions of Staff Welfare Committees	**1339.** The functions of the Welfare Committee shall be as follows: **(a)** to chalk out a programme for staff welfare; **(b)** to build a welfare fund; **(c)** to prepare an annual budget for the utilization of the welfare fund; **(d)** to run a staff canteen; **(e)** to organize a Cooperative Credit Society and a multipurpose cooperative shop for the institutional staff; **(f)** to impress upon the staff members the necessity of savings, small saving schemes etc.; **(g)** to supervise the maintenance of the welfare fund, its accounts, and to get them audited annually;
	(h) to prepare an annual report about welfare works; **(i)** to advise the Central Committee regarding the utilization of the fund.
Welfare Fund	**1340.** A welfare fund will be created at each institution for providing amenities to staff members and their families. The fund will be developed from the following sources: **(a)** Monthly subscription from staff members; **(b)** Voluntary donations subject to rules framed by the

	government; **(c)** Interest accruing from investments; **(d)** Benefit performances by artists, theatrical parties, cinema, etc.; **(e)** Donations from a Co-operative Credit Society and reputed organization; **(f)** Profits from the co-operative shops and subsidies from the Government.
Benefits for Personnels and their family members	**1341.** The Following benefits will be provided to the personnel and their family members out of the welfare fund:- **(a)** Medical aid where more than ordinary medical help is required and which is beyond the economic capacity of the staff member; **(b)** Aid for the education of children of the staff; **(c)** Facilities to family members of the staff for running cottage industries and handicrafts like sewing, spinning and manufacture of different articles at small scale and other similar activities; **(d)** Reservation of seats in hostels and educational institutions for children of staff members; **(e)** Staff canteen; **(f)** Recreational and cultural activities such as:- **(i)** Staff club; **(ii)** Staff libraries; **(iii)** Staff sports, institutional and inter-institutional fixtures, etc. **Note:** Detailed rules for the collection and operation of this fund shall be framed by the Director General (Prisons). Proper opportunities shall be provided at the jail level as well as at the State level so that prison personnel may ventilate their grievances related to their service condition, carrier and cadre. The Superintendent at jail level and Director General at State level shall convene a meeting for this purpose.

Chapter 58

Duties Of Other Staff

Educational Personnel	Personnel posted in prisons, whose duties are not described in preceding Chapters, duties of such personnel are mentioned in this Chapter. **1342.** Educational Personnel will perform their specific duties in the following areas: **(a)** Conducting diversified educational programmes for health, academics, social and moral education; **(b)** Linking prison education with mainstream education; **(c)** Screening of newly admitted inmates for the determination of their educational aptitude, abilities and interests; **(d)** Conducting literacy programme, socio-cultural and spiritual development programmes; **(e)** Arranging tests and examinations; periodically assessing educational progress of inmates, changing educational programmes when necessary; **(f)** Maintenance of a library with sufficient reading material and audio-visual facilities ; **(g)** Other duties as will be directed by the Superintendent.
Accountant	**1343.** Accountant shall be responsible for following duties :- **(a)** Preparing estimates for upcoming budget; **(b)** Maintaining account entries of the different branches viz. general expenditure, Industry, Canteen etc; **(c)** Daily checking of all accounts registers related to different stores; **(d)** Filing financial returns, periodicals and statistics; **(e)** Preparing payments by verifying documents, preparing bills for salaries, remuneration/incentives given to the prisoners etc; **(f)** Performing works related to GPF and other funds; **(g)** Dealing with all matters relating to Income Tax, Goods and Services Tax or any other tax which is brought into force by the Central/State government in due course; **(h)** Other works delegated by the Superintendent.
Ministerial Staff	**1344.** Ministerial staff shall perform following duties:- **(a)** Upkeep of service books of all employees as required by rules; **(b)** Ensuring all important entries in service books and related establishment registers; **(c)** Prompt and efficient processing of papers coming up for disposal in their section; **(d)** Proper maintenance of files, registers, guard files, diary and other documents in the section;

	(e) Strict observation of the instructions contained in the Codes/Manuals/Office orders, etc. including prompt submission of periodical statements; **(f)** Keeping attendance registers up to date per day; **(g)** Weeding out papers/documents as per rules; **(h)** Write note on cases allotted to them; **(i)** Prepare draft replies and ensure data entry in computers if required; **(J)** Registration and diarisation of papers; **(k)** Ensuring dispatch and receipt of letters and files of the section; **(l)** Maintaining registers for recording movements of files and letters passing through the officer; **(m)** Ensuring safe custody and disposal of classified documents and other articles provided by administration; **(n)** Ensuring that section is kept neat and tidy; **(o)** Any other work assigned by senior officials;
Technical trainin instructors	**1345.** The specific duties of Technical Training Instructors are indicated below:- **(a)** Arranging vocational aptitude test to inmates, interviewing and collecting data about inmates, vocational history, skills abilities and interests; **(b)** Imparting apprenticeship, on-the-job and vocational training to inmates; **(c)** Maintaining progress reports about the training of prisoners; **(d)** Keeping the equipments and machines in the workshops in good working condition, custody and maintenance of equipments; **(e)** Ensuring safety measures in workshops and factory areas; **(f)** Maintaining muster rolls of inmates working in various sections; **(g)** Supervision over quality and quantity of production; **(h)** Measuring tasks and apportioning incentive among the prisoners; **(i)** Performing other duties as will be directed by the Superintendent.
Maintenance Staf	**1346.** Maintenance Staff will be responsible for performing following duties :- **(a)** Maintenance and repairs of prison buildings; **(b)** Maintenance and service of machines, tools and equipments other than jail industries; **(c)** Maintenance and service of electric lines, plumbing facilities, water supply plant, power plant and sewage treatment plant. **(d)** Periodical testing of emergency equipments like firefighting equipment and accident prevention measures; **(d)** Performing other duties as will be directed by the Superintendent.

Agricultural Personnel	**1347.** The agriculture personnel shall be responsible for the upgradation of prisoner's skills in the following fields of agriculture:- **(a)** Dealing with all matters pertaining to agriculture, and horticulture; **(b)** Keeping all records related to agriculture and horticulture, up to date and timely submission of all required informations and returns; **(c)** Distribution of agricultural work to prisoners, maintenance of muster rolls, assessing the work done and apportioning of incentive among the prisoners; **(d)** Planning of training projects, imparting training to inmates in improved methods and practices of agriculture and horticulture; **(e)** Maintaining progress reports about the training of inmates; **(f)** Preparing plans for agriculture and related work; **(g)** Security and maintenance of tools and equipments, livestock; **(h)** Performing other duties as will be directed by the Superintendent.
Duties Of Assistan Computer Programmer	**1348.** The Assistant Computer Programmer shall be responsible for performing the following duties:- **(a)** Operating online terminals and related computing equipments as required; **(b)** Develop all the technical documentation regarding prison; **(c)** To receive, check, send and put up information's regarding emails; **(d)** Timely uploading the important information on different portals required by headquarter and government; **(e)** To ensure entries in different modules of e-prison and other portals. **(f)** To organize and conduct meetings via video conferencing; **(g)** To organize and conduct prisoner's remand via video conferencing; **(h)** Compilation & monitoring of data in time with follow ups; **(i)** rectification of any errors regarding prisoners' information; **(J)** To inform the higher officials about the conditions and malfunctioning (if any) of all the devices related to computers and to maintain them in a working state; **(k)** Utilizes standard reference, resources or procedures and materials to resolve problems; **(l)** Assistant computer programmer will be responsible for all the computer related works;
Social Workers	**1349.** Social Worker shall be responsible for performing following duties:- **(a)** Co-ordinating the works of the welfare unit; **(b)** Helping inmates in overcoming problems of institutional adjustment;

	(c) Connecting correctional needs of prisoners with the resources available within and outside the prison; **(d)** Participating in the orientation, classification and reclassification programmes; **(e)** Facilitating understanding between the inmate and administration; **(f)** Assisting prison authorities in maintaining prison security and discipline; **(g)** Participating in the pre-release programmes and helping the inmates to establish contacts useful to him. Identifying the resources for rehabilitation post release; **(h)** Identifying the resources for rehabilitation of prisoners; **(i)** Performing other duties as will be directed by the Superintendent.
Counselor	**1350.** Counselor will be responsible for performing following duties :- **(a)** Dealing with emotional and psychological problems of inmates; **(b)** Providing counseling to prisoners facing problems of adjustment within the prison and in relation to their families outside; **(c)** Helping inmates to develop their self-image, self-confidence, and motivation for correctional treatment; **(d)** Helping the staff in understanding the problems faced by the inmates; **(e)** Helping the psychiatrist in related matters; and **(f)** Performing other duties as will be directed by the Superintendent.
Law Officer	**1351.** Law Officer shall be responsible for performing following duties :- **(a)** Advising prison authorities on the protection of human rights of prisoners within the limitations of imprisonment; **(b)** Interpreting legal and procedural rights of prisoners; **(c)** Assisting prison authorities in dealing with all prison matters pending in courts, tribunals and other judicial and quasi-judicial platforms viz. National Human Rights Commission, State Human Rights Commission, National Women's Commission etc. **(d)** Arranging free legal aid for indigent prisoners; **(e)** Preparing petition and appeals for deserving cases; **(f)** Assisting prison authorities in holding Special Courts, Lok Adalat and video-conferencing; **(g)** To advise prison administration in all matters having legal bearing including agreements, contracts, affidavits and court documents keeping prison authorities abreast with judicial pronouncements and directives on all prison matters; **(h)** Performing other duties as will be directed by the Superintendent**.**

CHAPTER -59

State Prison Advisory Board - Policy and Development

Inclusion of Prison in Developmen Plans	**1352.** Steps shall be taken to formulate schemes for development of prisons in the Central and State Plans. Such schemes shall relate to the correctional programmes of prison and pertain to the improvement in the quality of prison staff.
State Priso Advisory Board	**1353.** There shall be a State Prison Advisory Board to advise the State Government and the Prison Administration on matters relating to correctional work in prisons, rehabilitation of inmates and welfare of staff.
Function of Stat Prison Advisor Board	**1354.** **(1)** The State Prison Advisory Board shall act as a meeting ground of departmental heads of Prison, Law and Justice, Police, Education, Technical Education, Industry, Food and Civil Supply, Finance, Personnel, Horticulture, Health and Public Works Department of the State Government, in order to bring about effective inter-departmental cooperation and co-ordination. **(2)** The board will take following tasks into its consideration:- **(a)** to emphasize the need for rehabilitation of offenders; **(b)** to examine the living conditions of prisoners in all the prisons, with specific reference to their basic needs and provision of facilities compatible with the dignity of human life; **(c)** to build new prisons where the existing prisons are not in a satisfactory condition, or are beyond repairs; **(d)** to review and suggest measures for the development of programmes for the treatment of prisoners, including research, education, vocational training and skill development, with a view to developing prisons as correctional centres; **(e)** to efficiently manage prisons by inducting modern technology, methods and apparatus; **(f)** to examine the need of recruitment, training, service conditions and related matters of Prison Personnel;
Constitution of th State Priso Advisory Board	**1355.** The State Prison Advisory Board shall comprise of the following officials of the State:- **(a)** Minister in-charge of Prisons – as Chairman; **(b)** Principal Secretary , Department of Prisons - Vice Chairman; **(c)** Secretary Finance or Special Secretary as nominated by Principal Secretary Finance Department; **(d)** Principal Secretary Law or any of his nominee not below the rank of Special Secretary; **(e)** Director General of Police or his nominee not below the rank of Director General; **(f)** Director General of Prisons as Member Secretary; **(g)** Director General Prosecution or his nominee not below the rank of Director General Prosecution;

	(h) Director, General, Health Service or his nominee not below the rank of Additional Director; **(i)** Special Secretary Revenue Department as nominated by Principal Secretary Revenue; **(J)** A Deputy Registrar of High Court – Nominated by Registrar General of High Court; **(k)** Director, Basic Education or his nominee not below the rank of Additional Director; **(l)** Director, Madhyamik Shiksha or his nominee not below the rank of Additional Director; **(m)** Director, Technical Education or his nominee not below the rank of Additional Director; **(n)** Director, Literacy and Alternative Education or his nominee not below the rank of Additional Director; **(o)** The Director of Industries or his nominee not below the rank of Joint Director; **(p)** Director, Social Welfare or his nominee not below the rank of Additional Director; **(q)** Chief probation officer; **(r)** Engineer-in-Chief, Public Works Department or his nominee not below the rank of Chief Engineer;
Non Offici Members	**1356.** The following Non-Officials shall also be appointed by the Government as Members of the State Prison Advisory Board:- **(a)** Three members of the Legislative Assembly of the State, of whom one shall be a woman and one belonging to the principal opposition party in the State Legislative Assembly; **(b)** Two elected Members of Parliament from the State; **(c)** Two eminent members of the public working in the field of prison administration and prisoner welfare; among them one shall be a woman; **(d)** Two retired officers of prison service of the State, not below the rank of Deputy Inspector General.
Meetings an Proceedings	**1357.** **(1)** The State Prison Advisory Board shall hold at least one meeting in a calendar year. In the wake of any extraordinary situation, the Member Secretary is authorized to convene a special meeting of the Members of the State Prison Advisory Board. He will also apprise the Members about the urgency of such meetings. **(2)** The proceeding of every meeting of the State Prison Advisory Board shall be recorded in the Minute Book, and a copy of the same shall be forwarded to the Minister in-charge of Prisons and the Principal Secretary/Secretary of the Prison Department. **(3)** The Members of the State Prison Advisory Board may visit any prison of the State. **(4)** The Superintendent on demand shall present before the visiting Member/Members of the State Prison Advisory Board,

		any paper/document in connection with the correctional work, recreation, training of prisoners, prison diet, health-care of prisoners, grievances and problems of personnel. **(5)** For the purpose of the meetings of the State Prison Advisory Board, nine members, including at least three non-official members, shall comprise a quorum. **(6)** If a non-official member of the State Prison Advisory Board fails to attend the meetings of the Board, despite prior intimation and notice, on three successive occasions, his/her membership of the Advisory Board shall stand cancelled automatically and the Member-Secretary of the Board shall move the State Government for appointing a new non-official member in his/her place. **(7)** A Non-Official member of the State Prison Advisory Board shall hold office for a period of three years from the date of his/her appointment to the Board, and may be considered for re-appointment. **(8)** The State Government reserves the right to cancel, without giving any reason, the appointment of any non-official member of the State Prison Advisory Board at any time. **(9)** A non-official Member of the Board shall receive allowances, as prescribed by the State Government from time to time for attending meetings of the Board.

(Awanish Kumar Awasthi)

Additional Chief Secretary

Index of Appendices

Sl. No	Appendix	Subject
1-	A	Dietary (Chapter 23)
2-	B	Clothing, bedding, utensils and other articles (Chapter 24)
3-	C	Prisoner's Canteen, Prisoners Welfare Board and Fund (Para 703)
4-	D	Arms and accoutrements
5-	APPENDIX 1	List of four classes of Jails (Para 5)
6-	APPENDIX 2	Form A, order of conditional release (Para 185&188)
7-	APPENDIX 3	UP Prisoner Release on Probation Rule 1938 (Para 231)
8-	APPENDIX 4	Rules For Model Prison (Para 7(1))
9-	APPENDIX 5	Rules for Management of Central Prison for young adult convicts (Para 300)
10-	APPENDIX 6	List of registers and their retention period (Para 1275)
11-	APPENDIX 7	Periods for retention of correspondence (Para 1320)
12-	APPENDIX 8	List of returns, reports, and indents to be submitted by a jail office (Para 1327)
13-	APPENDIX 9	List if factory registers and forms (Para 1277)
14-	APPENDIX 10	Rules for managements of Jail factories (Para 829)
15-	APPENDIX 11	Rules relating Jail Depot (Para 1315)
16-	APPENDIX 12	Classification of labour (Para 839)
17-	APPENDIX 13	U.P. Prisoners Incentives Subsidiary Rules 2010 (Para 840)
18-	APPENDIX 14	Uttar Pradesh payment of remuneration to prisoners and Compensation to victims rules, 2005 (Para 2(21))
19-	APPENDIX 15	U.P. prisoners (attendance in courts) rules 1956 (Para 2(6))
20-	APPENDIX 16	U.P (suspension of sentence of prisoners) rules, 2007 (Para 250)
21-	APPENDIX 17	Panchayat Rules (Para 704)

		APPENDIX - A **DIETARY**
		(I) Scale for morning meal per prisoner (chapter 23): (a) Sweet Dalia (thrice a week) - 1) Broken Wheat 60 gms. 2) Sugar 30 gms. (b) Boiled and sautéd Gram (twice a week) - 1) Chana 45 gms. 2) Potato 15 gms. 3) Salt 02 gms. 4) Chillies 0.5 gm. 5) Refined Vegetable Oil 1.0 gm. (c) Sweet Baked Bun (twice a week) – 1) Refined Flour 70 gms. 2) Refined Vegetable Oil 05 gms. 3) Sugar 15 gms. 4) Baker's Yeast 02 gms. 5) Cherry 03 gms. 6) Firewood 100 gms. 7) Salt 1.0 gm. 8) Baking powder 0.5 gms. (d)Tea (everyday) - 1) Milk 30 ml. 2) Tea 1.5 gms. 3) Sugar 10 gms. 4) Water 90 ml. **Note:** The tea so prepared should not be less than 100 ml. (e) Gur (everyday) - 50 gms.

		(II) Scale of uncooked ration for midday and evening meal per meal per prisoner (see paragraph 492): (a) Wheat flour - 1) for labouring diet 370 gms. 2) for non-labouring diet 270 gms. **Note:** (i) Labouring diet should not be less than 08 *chapatis* and 500 gms. after preparation. (i i) Non-labouring diet should not be less than 6 *chapatis* and 350 gms. after preparation. OR (b) Rice 240 gms. **Note: (see paragraph 493)** (i) Additional 15 gms. of Dal to be issued for rice ration. (ii) Additional 30 gms. of vegetables to be issued for rice ration. OR (c) Mixed diet - 1) Rice 100 gms. 2) Wheat flour - i) for labouring diet 210 gms. ii) for non-labouring diet 150 gms. **Note:** (i) Labouring diet should not be less than 6 *chapatis* and 290 gms. after preparation. (ii)Non-labouring diet should not be less than 4 *chapatis* and 190 gms. after preparation. (d) 1) Dal 45 gms. 2) Vegetables 120 gms. 3) Refined Vegeable Oil 10 gms. 4) Chillies 0.5 gms. 5) Turmeric 0.5 gms. 6) Dhania 0.5 gm.

		7) Garam Masala 0.25 gm. 8) Jeera 1.0 gm 9) Salt (iodized) 5.0 gms.
		(III) Variation of Dal and vegetables per meal per prisoner (see paragraph 493): (a) Rajma with Urad Dal (once a week) - 1) Urad Dal - 30 gms. 2) Rajma - 15 gms. (b) Urad with Chana Dal (once a week) - 1) Urad Dal - 30 gm. 2) Chana Dal - 15 gm. (c) Mixed Dal (once a week) - 1) Arhar - 15 gm. 2) Urad, Masoor and Chana Dal - 10 gms. each (d) Dal Bari (Urad) once a week - 1) 15 gms. in addition to scale of vegetables. 2) Oil - 2 gms. to fry Bari. (e)Soyabean nuggets or granules (once a week) - 1) 10 gms. in addition to scale of vegetables. (f) Karhi (once a month) - 1) Besan 50 gms. 2) Refined Vegetable Oil for pakori 15 gms. 3) Amchur 2 gms. 4) Heeng 0.1 gm. 5) Tej patta 0.1 gm. 6) Methi dana 0.25 gm. 7) Whole red chillies 0.25 gm. 8) Turmeric 0.5 gm. 9) Salt 5 gms. 10) Jeera 0.5 gm.

		Note: Dal and vegetables shall not be issued with Karhi.
		(IV) Scale for Special meals per prisoner per meal (paragraph 495): (a) Poori - 1) Wheat flour as per chapati diet 2) Refined Vegetable Oil 90 gms. (b) Halwa - 1) Sooji 30 gms. 2) Sugar 40 gms. 3) Vanaspati ghee 15 gms. (c) Vegetables - 150 gms. (d) Condiments - 1) Chillies 0.25 gms. 2) Turmeric 0.5 gms. 3) Dhania 1.0 gms. 4) Garam Masala 0.25 gms. 5) Jeera 0.5 gms. 6) Salt 4 gms. **Note:** (i)Labouring diet should not be less than 10 *poories* and 480 gms. after preparation. (ii) Non-labouring diet should not be less than 7 *poories* and 350 gms. after preparation. (iii) The special meal shall be distributed on first, third and last Sunday of the month in lieu of evening meal.
		(V) Scale for Replacement diet per meal per prisoner (see paragraph 521): (a) Sweetened rice for morning meal - 1) Rice 60 gms. 2) Sugar 30 gms. **Note:** The cooked quantity should not be less than 200 gms. of sweetened rice. (b) Milk and *dalia* for midday or evening meals (per

		meal)- 1) Dalia 150 gms. 2) Milk 400 ml. 3) Sugar 60 gms.
		(VI) Scale for Festival meal (see paragraph 494): Same as special diet instead of *Halwa*. The following shall be distributed in lieu of *Halwa* - (a) For Id-ul-Fitar and Id-ul-Zuha 1) Sewain 30 gms. 2) Sugar 50 gms. 3) Milk 120 ml. 4) Refined Vegetable Oil for frying Sewain 5 gms. (b) For Independence day, Republic day and Holi- 1) Rice 30 gms. 2) Sugar 50 gms. 3) Milk 150 ml.
		(VII) Scale of Fasting meals: (a) Hindu prisoners fasting **(see paragraphs 497)** 1) Potato (boiled) 750 gms. 2) Milk 500 ml. 3) Sugar 60 gms. 4) Banana 2 Nos. (b) Muslim prisoners fasting in the month of Ramzan **(see paragraphs 498)** 1) For Winters (1st November to 31st March) *Afftari*: i) Tea as per schedule ii) Banana 2 No. iii) Biscuit 2 No. (not less than 15 gms.) iv) Khajoor 30 gms. *Sehari*: i) Baked Bun 50 gms. (or Bread)

		ii) Milk 200 ml. iii) Sugar 20 gms. 2) For Summers (1st April to 31st October) *Afftari*: i) Lemon 1 No. ii) Sugar 30 gms. iii) Ice 50 gms. iv) Banana 2 No. v) Biscuit 2 No. (not less than 15 gms.) vi) Khajoor 30 gms. *Sehari*: i) Baked Bun 50 gms. (or Bread) ii) Curds 100 gms. iii) Sugar 15 gms.
		(VIII) Scale of Anti-scorbutics (see paragraph 510): (a) Chatni (per prisoner per day)- 1) Salt 0.5 gms. 2) Chillies 0.15 gms. 3) Amchur 3 gms. 4) Water 5 ml. **Note:** Amchur can be replaced with Kamrakh, Kaitha, Fresh raw mango, tamarind (free from husk and stone) when available from jail garden. (b) Aam-ka-pana (per prisoner per day)- 1) Salt 2 gms. 2) Black Pepper 1 gm. 3) Roasted Jeera 1 gm. 4) Pudina 1 gm. 5) Water 200 ml. 6) Raw mangoes 100 gms. 7) Sugar 3 gms.

		(IX) Scale of diets for sick prisoners per prisoner per meal (see paragraph 512): (a) Scale no. 1 - 1) Milk in sufficient quantity with or without sugar. (b) Scale no. 2 - 1) Milk 500 ml 2) Sago (Sabudana) 60 gms. 3) Sugar 30 gms. (c) Scale no. 3 - 1) Milk 500 ml. 2) Rice 120 gms. 3) Sugar 30 gms. (d) Scale no. 4 - 1) Rice 240 gms. 2) Dal Moong 45 gms. 3) Refined Vegetable Oil 5 gms. 4) Turmeric 0.5 gms. 5) Jeera 1 gm. 6) Salt 5 gms. (e) Scale no. 5 (*Khichdi*)- 1) Rice 175 gms. 2) Dal Moong 30 gms. 3) Refined Vegetable Oil 5 gms. 4) Vegetables 120 gms. 5) Turmeric 0.5 gms. 6) Salt 5 gms. 7) Jeera 1.0 gm. (f) Scale no. 6- 1) Wheat flour 270 gms. 2) Dal Moong 30 gms.

		3) Refined Vegetable Oil 5 gms. 4) Vegetables 120 gms. 5) Turmeric 0.5 gm. 6) Salt 5 gms. 7) Jeera 1 gm.
		(X) Scale of diet (per day) for pregnant female prisoners and nursing mothers in addition to the normal diet (see paragraph 514): (a) for pregnant female prisoners: 1) Milk 500 ml. 2) Sugar 60 gms. 3) Fruits (seasonal) 250 gms. (b) for nursing mothers: 1) Milk 500 ml. 2) Gur 100 gms. 3) Fruits (seasonal) 250 gms.
		(XI) Scale of diet for children per child per meal (see paragraph 515): (a) For children over 6 months but not over 12 months of age per child per day - 1) Rice or Suji 50 gms. 2) Dal Moong 15 gms. 3) Milk 200 gms. (if on mother's feed) 500 gms (if not on mother's feed) 4) Potato 50 gms. 5) Leafy vegetable 25 gms. 6) Banana 1 No. 7) Sugar 25 gms. 8) Desi Ghee 10 gms. 9) Salt (iodized) 4 gms. (b) For children above 12 months but not above 18 months of age per child per day -

		1) Rice or Wheat flour 100 gms. 2) Dal Moong 30 gms. 3) Milk 200 gms. (if on mother's feed) 500 gms.(if not on mother's feed) 4) Potato 100 gms. 5) Leafy vegetable 50 gm. 6) Banana 1 No. 7) Sugar 50 gms. 8) Desi Ghee 10 gms. 9) Salt 5 gms. (c) For children above 18 months but not above 3 years of age per child per day - 1) Rice 80 gms. 2) Wheat flour 100 gms. 3) Dal 60 gms. 4) Milk 500 ml. 5) Sugar 50 gms. 6) Potato 100 gms. 7) Leafy vegetable 100 gms. 8) Banana 1 No. 9) Desi Ghee 20 gms. 10) Salt 5 gms. 11) Turmeric 1 gm. 12) Jeera 0.5 gm. **Note:** Wheat flour after preparation should not be less than 4 *chapatis* or 130 gms. in weight. (d) for children above 3 years of age per child per day- 1) half the ration allowed for non-labouring scale. 2) Banana 2 No. 3) Milk 500 ml. 4) Sugar 50 gms. 5) Desi Ghee 20 gms.

		(XII) Scale of fuel (see paragraph 508): (a) Cooking gas per prisoner (in case of cooking gas)- 1) for morning meal 10 gms. 2) for tea 10 gms. 3) for midday meal 50 gms. 4) for evening meal 50 gms. 5) for pana 15 gms. 6) for boiling milk 500 ml or every part thereof 20 gms. 7) for scale of diet for children 50 gms. 8) for sweetened rice for morning meal 10 gms. 9) for milk and dalia for midday or evening meal 20 gms. 10) for festival meal 50 gms. 11) for fasting meal for Hindu prisoners 50 gms. (b) Firewood (in case of Firewood)- 1) for morning meal 55 gms. 2) for tea 55 gms. 3) for midday meal 260 gms. 4) for evening meal 260 gms. 5) for pana 75 gms. 6) for boiling milk 500 ml or every part thereof 100 gms. 7) for scale of diet for children 250 gms. 8) for sweetened rice for \morning meal 40 gms. 9) for milk and dalia for midday or evening meal 100 gms. 10) for festival meal 250 gms. 11) for fasting meal for

Hindu prisoners 250 gms.

Note: For prisoners less than 50 in numbers extra wood 1.5 kg. should be issued.

(XIII) Scale of diet for Superior class prisoners, per meal per prisoner (see paragraph 282)

Name of Article	scale for vegetarians	for non-vegetarians
wheat	180 gm	180 gm
rice	90 gm	90 gm
dal	60 gm	30 gm
meat	--	120 gm
milk	250 ml	---
butter or ghee	10 gm	30 gm
refined vegetable oil	10 gm	10 gm
sugar (if required)	30 gm	30 gm
tea	2 gm	2 gm
milk for tea	15 ml	15ml
vegetables	180 gm	120 gm
turmeric	1 gm	1 gm
dhania	1 gm	1 gm
jeera	0.5 gm	0.5 gm
chillies	0.25 gm	0.25 gm
garam masala	0.25 gm	0.25 gm
salt	5 gm	5 gm
amchur	5 gm	5 gm
lemon	01	01
fuel	120 gm	120 gm

Note: morning meal shall be the same as that for the ordinary cass prisoners.

APPENDIX - B

(Chapter 24)

CLOTHING, BEDDING, UTENSILS AND OTHER ARTICLES

(I) Scale of Cotton clothing (see paragraph 545):

(a) Male Convicts:

	Summer	Winter
1) Kurta (half)	02	---
2) Kurta (full)	---	02
3) Pyjama	02	02
4) Janghia	02	02
5) Towel/gamchha	01	01

(b) Female Convicts:

	Summer	Winter
1) Saree (sky blue)	03	03
2) Kurti (white)	03	03
3) Petticoat (sky blue)	03	03
4) Towel/gamchha	02	02
5) Underwear	03	03
6) Brassiere	03	03

NB- Articles under (5) and (6) not to be returned.

In accordance with the requirements for the female prisoners, Saree/Petticoat/Kurti may be replaced with the following sets :

	Summer	Winter
1) Kurta (sky blue)	03	03
2) Salwar (white)	03	03
3) Chunni (white)	03	03

(c) Woolen Clothing:

1) Male : Woollen Coat 01

2) Female : Pullover/Shawl 01

(d) Children living with their mother (see paragraph 539):

The children living with their parent shall be given:

(i) Summers-

Sl.	Age	Male child	Nos.	Female child	Nos.
1	0-2 yrs.	Jhabla Suti	3	Jhabla Suti	3
		Napkin Suti	6	Napkin Suti	6
		Underwear	4	Underwear	4
		Vest Suti	4	Vest Suti	4
2	2-6 yrs.	Shirt/T-shirt	3	Frock	3
		Half pant	3		
		Underwear	3	Underwear	3
		Vest	3	Vest	3
		Towel	1	Towel	1
		Slippers	1 pr.	Slippers	1 pr.

(i) Winters (in addition to Summer clothing)-

Sl.	Age	Male child	Nos.	Female child	Nos.
1	0-2 yrs.	Sweater (full)	1	Sweater (full)	1
		Sweater (half)	1	Sweater (half)	1
		Woolen Cap	1	Woolen Cap	1
		Socks	1 pr.	Socks	1 pr.
2	2-6 yrs.	Full pant	2		
		Sweater (full)	1	Sweater (full)	1
		Sweater (half)	1	Sweater (half)	1
		Woolen Cap	1	Woolen Cap	1
		Socks	1 pr.	Socks	1 pr.
		Shoes	1 pr.	Shoes	1 pr.

Note: All articles of clothing provided to children shall not be returned.

(e) Inmates of Central Prison for young adults (see paragraph 548):

(i) Summers-

Dosuti shirts (Light Blue)	2
Dosuti shorts (Navy Blue)	2
Dosuti towel	1
Underwear	2
Cotton Chadar	1
Durrie	1
Blanket	1

(ii) Winters-

In winter in addition to summer clothing the following clothing shall be isued:

Woollen coat (Maroon)	1
Woollen Pant (Grey)	1
Blankets	2

(II) Scale of bedding (see paragraph 545):

(a) Males and Females-

	Summer	Winter
1) Durrie	02	02
2) Chadar:		
(i) Male Prisoners	01	01
(ii) Female Prisoners	02	02
3) Blanket	01	02

(b) The children living with their parent shall be given:

Sl.	Age	Bedding			
		Rubber Sheet (0.8 x 1.2 m.)	Chadar	Blanket	Durrie
1	0 -3 yrs.	02	02	01	-
2	3 - 6 yrs.	02	02	02	01 (2 in winters)

(III) Scale of hospital bedding and clothing (see paragraph 552):

(a) Male patient shall be provided with a properly stuffed mattress with two bed sheets and a counterpane, a pillow and pillow cover, as well as a sputom pan, a bed-side table and a bed-side durrie.

(c) Male patients in the hospital shall be provided with a cotton coat that can be buttoned up in front, a *pyjama* of full length, a *chadar* and other articles of clothing (except *kurtas* and janghias) as supplied to ordinary convicts.

The ***coats a***nd *pyjamas* shall have double red stripes down the centre and the *chadars* shall have a thick and thin red line in the margin.

Female patients in the hospital shall be provided with the ordinary dress supplied to female convicts in jail.

All hospital beddings shall have the letter "H" woven in red in the centre. Other articles of hospital equipment namely, counterpanes, attendants' aprons and caps, door mats, foot durries, stretchers, etc., shall also have the letter "H" marked at the same place.

Note (paragraph 552):

1) Summers shall be deemed to be from 1st April to 30th September and Winters from 1st October to 31st March.

2) In winters, one extra blanket shall be given to each prisoner.

3) During severe cold season, preferably from 15th November to 15th February, an extra blanket may be given to each prisoner but not for a period exceeding 3 months.

4) Post winters, the extra blankets may be collected back from prisoners and stored taking appropriate measures as per the provisions.

(IV) Scale of utensils (paragraph 567):

1) One steel *thaali* and one steel mug shall be given to each prisoner.

2) The children living with their parent shall be given:

Sl.	Utensil	Nos.	Capacity
1	Thaali	01	250 mm diameter
2	Bowl	01	200 ml.
3	Tumbler	01	200 ml.

(V) Life of clothing, bedding and other articles (paragraph 557):

(a) Clothing (males)-

Sl.	Article	Life
1	Kurta (full sleeve)	06 months
2	Kurta (half sleeve)	06 months
3	Pyjama	06 months
4	Janghia	06 months
5	Woollen coat	03 years
6	Towel gamchha	06 months

(b) Clothing (females)-

Sl.	Article		Life
1	Saree	Kurta	06 months
2	Blouse	Salwar	06 months
3	Petticoat	Chunni	06 months
5	Wollen Shawl/Pullover		02 years
6	Towel		06 months

(c) Bedding (paragraph 557)-

Sl.	Article	Life
1	Durrie	02 years
2	Chadar	01 year
3	Blanket	03 years

(d) Utensils (paragraph 567)-

Sl.	Article	Life
1	Thaali	8 years
2	Mug	8 years

(V) Soap and Detergent for all prisoners (paragraph 581) :

Detergent cake (weekly) : 1 no. (60 gms.)

Bathing bar (monthly) : 1 no. (65 gms.)

		APPENDIX - C **CANTEEN PRISONERS' WELFARE FUND AND** **PRISONERS' WELFARE BOARD** ***(paragraph 703)*** 1.(A). There shall be a canteen in every jail to provide goods for daily use and eatables to the prisoners on purchase. 1.(B). There shall be a "Prisoners' Welfare Fund" at every jail for providing improved environment for the prisoners, called "The Fund" hereafter. 1.(C). A "Prisoners' Welfare Board" shall be constituted at the Headquarter for the welfare of the prisoners, called "The Board" hereafter. **CANTEEN** 2. A committee shall be constituted for management of canteen for prisoners with following as members: (a) Superintendent - Chairperson (b) A Jailor nominated by the Superintendent - Secretary (c) A Medical Officer - Member (d) A Deputy Jailor nominated by the Superintendent - Member (e) A Head Warder nominated by the Superintendent - Member (f) An accountant nominated by the Superintendent - Member Treasurer (g) Three to five prisoners nominated by the Superintendent - Members <u>Note</u>: The prisoners nominated under the proviso 2(g) shall have tenure of

		not more than one year. Only such prisoners shall be eligible who have had good conduct till the date of nomination. Convicts shall be given priority. 3. The purchase from canteen by the prisoners can be made either directly from their Havalat Prisoners' Deposit account or Prisoners' Cash Deposit account or from the coupons or any other mode prescribed by the Inspector General. Such purchases shall be limited to the amount fixed by the Inspector General. The cash purchase from the canteen is prohibited. 5. The place and time of sale from the canteen shall be fixed by the Superintendent and displayed at a place which is easily accessible to the prisoners. 6. The meetings of the committee shall ordinarily be held at least once a month. The Chairperson however can call the meetings as and when required otherwise also. The proceedings of all such meetings shall be recorded. The arrangements for sale and purchase of goods for canteen shall be made by the committee. The member Deputy Jailor shall be in-charge of the canteen store and shall be responsible for sale of goods from canteen through member prisoners. 7. The goods and eatables sold to the prisoners through the canteen shall be selected by the committee in such a way that they do not affect adversely on the health of the

		prisoners and the general environment of the prison. They shall ordinarily include, packed milk, Gur, sugar, ghee, honey, pickles, biscuit, butter, fresh fruits, fresh salad vegetables, non-intoxicating cold-drinks, cold milk, namkeen, dalmoth, toffees, prepared tea, samosa, poori-sabzi, sweets, bakery products, boiled eggs, tooth brush, tooth powder/toothpaste, boot polish, hair oil, body oil, undergarments, innerwear, socks, chappals, cartridge shaving razor, etc. Goods having more shelf life shall be prepared. Sale of tobacco and tobacco products is prohibited. 8. The price of the goods available in the canteen shall be sold with maximum 10% profit margin over the purchase or preparation value. 60% share of such profit shall be kept for running expenses of the canteen and 40% share shall be carried towards the "Prisoners' Welfare Fund". **PRISONERS' WELFARE FUND** 9. The "Prisoners' Welfare Fund" shall be managed by the committee. the Fund shall be used for general welfare and entertainment of prisoners and to make arrangement for items for recreation and welfare, for fans and their repairs etc., distribution of fruits, sweets etc. on special occasions or to arrange for healthy entertainment or any such activities which are for the welfare of the prisoners in general. 10. Donations from Non-government organisations or reputed persons may be accepted towards the Fund.

		Receipts shall be issued for all such funds. 11. There shall be a separate cash-book for the Fund maintained by the member treasurer, and audited annually by a chartered accountant. Such audit shall be recorded in the register for the proceedings of the meetings. 12. The management of the canteen and Fund shall be under the directions issued by the Inspector General from time to time. **PRISONERS' WELFARE BOARD** 13. The prisoner welfare board shall consist of the Inspector General, Deputy Inspector General (HQ), Accounts Officer and Research Officer (HQ). (i) 25% of Prisoners' Welfare Fund shall be remitted to the Headquarter, every three months, to constitute a prisoner welfare fund at the Headquarters. (ii) The Prisoner Welfare Board may evolve such schemes and programmes to generate funds and may take up such activities for the collective welfare of prisonerS for the care and assistance of individual prisoners or their families in distress.

APPENDIX - D

ARMS AND ACCOUTREMENTS

The scales of issue of arms and accoutrements shall be as follows:

A. Fire Arms :

Sl.No.	Articles	Quantity				
		Central Prisons	District Jails			
			Type A	Type B	Type C	Type D
1	9 mm. Carbine/Other Automatic Arm	08	08	06	04	04
2	9 mm. Pistol	100% for Deputy Jailors and senior officers				
3	INSAS Rifle	100% for RHW/RW 25% for IHW/IW				
4	Light Machine Gun	Central Jail, Varanasi - 06 District Jail, Varanasi - 06 District Jail, Chanduali - 06 District Jail, Mirzapur - 06 District Jail, Sonbhadra - 06				

B. Protective Gear :

Sl.No.	Articles	Quantity				
		Central Prisons	District Jails			
			Type A	Type B	Type C	Type D
1	Body Protector with Shin & Elbow Guard	100%	100%	100%	100%	100%
2	Polycarbonate `Laathi'	100%	100%	100%	100%	100%
3	Polycarbonate Shield	100%	100%	100%	100%	100%

4	Fibre-glass Helmet	100%	100%	100%	100%	100%

C. Anti Riot Equipment :

Sl.No.	Articles	Quantity				
		Central Prisons	District Jails			
			Type A	Type B	Type C	Type D
1	Shock Baton	100%	100%	100%	100%	100%
2	Laser Grip	100%	100%	100%	100%	100%
3	Taser X-3 (Semi auto-multi-shot EDD)	100%	100%	100%	100%	100%
4	Water Canon	100%	100%	100%	100%	100%
5	Pepper-ball Gun	10	10	05	02	02
6	Riot Gas Gun	20	20	15	10	10

D. Ammunition for Fire-arms :

Sl.	Arm	Quantity of Ammunition (Service Bullets)
1	Insas Rifle	50 per arm
2	9 mm. Pistol	30 per arm
3	Revolver	30 per arm
4	9 mm. Carbine	192/3 mags.
5	L.M.G.	500 per arm
6	12 bore pump action gun	50 per arm

7	Pepperwall gun	18 per arm
8	Riot gas gun 1. Rubber Bullets 2. Long range shell 3. TS shell-n 4. Two-in-one	50 per arm 12 per arm 12 per arm 12 per arm

E. <u>Anti Riot Ammunition :</u>

Sl.No.	Articles	Quantity				
		Central Prisons	District Jails			
			Type A	Type B	Type C	Type D
1	12 Bore Pump Action Gun	08	08	06	04	04
2	Pepper-ball Gun Shell	180	180	90	36	36
3	Riot Gas Gun					
	1. Rubber Bullets	1000	1000	750	500	500
	2. Long range shell	240	240	180	120	120
	3. TS shell-n	240	240	180	120	120
	4. Two-in-one	240	240	180	120	120
4	Stun Grenade and Stun shells	100	100	80	60	60

F. <u>Ammunition for practice and training :</u>

Sl.	Arm	Quantity of Ammunition	
		Practice	Training
1	Insas Rifle	50/person	100/person
2	9 mm. Pistol	60/person	70/person
3	Revolver	60/person	70/person
4	9 mm. Carbine	60/person	120/person
5	L.M.G.	50/person	100/person
6	12 bore pump action gun	50/person	80/person
7	Pepperwall gun	02/person	102/person
8	Riot gas gun		
	1. Rubber Bullets	10/person	10/person
	2. Long range shell	06/person	06/person
	3. TS shell-n	06/person	06/person
	4. Two-in-one	06/person	06/person

(Paragraph -5)

APPENDIX-One

LIST OF DISTRICT JAIL

(As on 31-12-2021)

TYPE–A

S.No.	NAME OF DISTRICT JAIL
1.	DISTRICT JAIL AGRA
2.	DISTRICT JAIL ALIGARH
3.	DISTRICT JAIL MORADABAD
4.	DISTRICT JAIL LUCKNOW
5.	DISTRICT JAIL SITAPUR
6.	DISTRICT JAIL KANPUR NAGER
7.	DISTRICT JAIL BULANDSHAHER
8.	DISTRICT JAIL MEERUT
9.	DISTRICT JAIL GHAZIABAD
10.	DISTRICT JAIL GAUTAMBUDHNAGER
11	DISTRICT JAIL SAHARANPUR
12.	DISTRICT JAIL MUZAFFERNAGER
13.	DISTRICT JAIL VARANASI
14.	DISTRICT JAIL GORAKHPUR
15.	DISTRICT JAIL AZAMGARH

TYPE –B

Sl. No	NAME OF DISTRICT JAIL
1.	DISTRICT JAIL FIROZABAD
2.	DISTRICT JAIL MATHURA
3.	DISTRICT JAIL JHANSI
4.	DISTRICT JAIL BADAUN
5.	DISTRICT JAIL HARDOI
6.	DISTRICT JAIL KHIRI
7.	DISTRICT JAIL KANPUR DEHAT
8.	DISTRICT JAIL FATEHPUR
9.	DISTRICT JAIL DEORIA
10.	DISTRICT JAIL BEHRAICH
11.	DISTRICT JAIL BANDA
12.	DISTRICT JAIL GONDA
13.	DISTRICT JAIL AYODHYA
14.	DISTRICT JAIL BASTI
15.	DISTRICT JAIL MIRZAPUR

TYPE –C

Sl. No	NAME OF DISTRICT JAIL
1.	DISTRICT JAIL MAINPURI
2.	DISTRICT JAIL EATAH
3.	DISTRICT JAIL KASGANG
4.	DISTRICT JAIL SHAHJAHANPUR
5.	DISTRICT JAIL PEELIBHIT
6.	DISTRICT JAIL RAMPUR
7.	DISTRICT JAIL BIJNAUR
8.	DISTRICT JAIL RAIBARILLY
9.	DISTRICT JAIL UNNAO
10.	DISTRICT JAIL FATEHGARH
11.	DISTRICT JAIL PRATAPGARH
12.	DISTRICT JAIL JAUNPUR
13.	DISTRICT JAIL SONBHADR
14.	DISTRICT JAIL MAHRAJGANG
15.	DISTRICT JAIL BARABANKI
16.	DISTRICT JAIL SULTANPUR

TYPE –D

Sl. No	NAME OF DISTRICT JAIL
1.	DISTRICT JAIL LALITPUR
2.	DISTRICT JAIL URAI JALAUN
3.	DISTRICT JAIL KANNAUJ
4.	DISTRICT JAIL BAGHPAT
5.	DISTRICT JAIL GAZIPUR
6.	DISTRICT JAIL GYANPUR BHADOHI
7.	DISTRICT JAIL CHITRKOOT
8.	DISTRICT JAIL HAMIRPUR
9.	DISTRICT JAIL SIDHARTHA NAGAR
10.	DISTRICT JAIL AMBEDKER NAGAR
11.	DISTRICT JAIL BALRAMPUR
12.	DISTRICT JAIL MAU
13.	DISTRICT JAIL BALIA
14.	DISTRICT JAIL KAUSHAMBI
15.	DISTRICT JAIL SANT KABEER NAGAR
16.	SUB JAIL DEOBAND
17.	SUB JAIL MAHOBA

APPENDIX- 2

FORM A

Order of conditional release

(Please refer to paragraphs 186 and 189)

In exercise of the power conferred by section 401 of the Code of Criminal Procedure, 1898, and of all other powers vested in him in that behalf, the Governor of the Uttar Pradesh is pleased to remit, subject to the conditions hereinafter set forth, such portion of the sentence of imprisonment passed upon----------son of---------- caste----------. resident of----------, a convict confined in the---------- and numbered, by the court of the---------- at, on the---------- day of---------- under section---------- of the---------- as remains unexpired on the---------- day of,---------- ,and, subject to the acceptance of the said conditions by the said convict, to direct his release on the said----------of ----------.

The conditions which shall apply to the said convict during the period of his sentence hereby remitted that is to say until……..death are-

(1) that he shall not commit, any offence punishable under any law for the time being in force in India;

(2) That he shall not in any way associate with persons known to be of bad character, not lead a dissolute or evil life;

(3) that he shall reside within the district of at such place as the Superintendent of Police may from time to time direct and shall not go beyond or absent himself from the limits of such place without the permission in writing of the the superintendent of police of the district in which he is required to reside;

(4) that, unless and until he is exempted from doing so by the District Magistrate, he shall report himself periodically at such time and place and to such person as may from time to time be specified by the District Magistrate or the Superintendent of Police of the district in which he is required to reside;

(5) that he shall generally submit to and comply with the requirements of the rules relating to the police surveillance to be exercised over conditionally released convicts, for the time being in force.

Dated at the day of 19

(Sd.).....

Secretary to Government,

Uttar Pradesh.

I ..... hereby accept the conditions as specified in the above order of conditional release and agree to abide by the same. I understand that should I fail to fulfill wholly or in part any of these conditions, the State Government may cancel the remission of my sentence and that I may thereupon be arrested by any police officer without warrant and remanded to undergo the unexpired portion of my original sentence.

Witness

Dated the

Signature or Left Thumb impression of the convict.

Certified that the conditions specified in the above order of release have been read over to the convict named in this order, and that he has accepted the same as the conditions under which he is to be released before the expiry of the term of his sentence as required by section 401, Code of Criminal Procedure, 1898.

(Sd.) .....

Dated the *Superintendent of Jail.*

Certified that the convict named in the above order of conditional release is entitled to be released on the day of , and has been sent to the at for the purpose of being released.

The date of expiry of his sentence inclusive of remission is ----------

(Sd)

Dated the *Superintendent of Jail.*

Certified that the necessary written order has been delivered to the convict named in the above order of conditional release, that the terms of the order have been explained to the said convict by word of mouth, and that he has been set at liberty (or sent under police escort to).

(Sd.)

At *District Magistrate*

Or

(Sd.)

Dated the *Superintendent of Police.*

[paragraph- 231]

APPENDIX- 3

U.P. Prison Release on probation rules- 1938

No. 3436(1)/VI-1651(7)-37

17th December, 1938

In exercise of the power conferred by sections 5, 6 and 9 of the VIII of 1938 United Provinces Prisoners' Release on Probation Act, 1938, the United Province Government are hereby please to make the following rules which shall come into force on the 15th day of January, 1939.

RULES

1. **Name**These rules may be called the United Provinces Prisoners' . Release on Probation Rules.
2. **Definitions**. In these rules, unless there is anything repugnant in the subject . or context-

(1) "The Act" means the United Provinces Prisoners' Release on Probation Act, 1938;

(2) "Guardian" means a Government officer, or a person professing the same religion as the prisoner, or a secular institution, or a society belonging to the same religion as the prisoner, under whose supervision or authority the prisoner released under section 2 of the Act is placed by the State Government. A probation officer appointed by the Uttar Pradesh Apradh Nirodhak Samiti is entitled , on behalf of that institution, to act as the guardian of a prisoner; and

(3) "Superintendent" means the Superintendent of a prison in which a convict to be released under the Act is confined.

3. **Ineligibility for release.-**The following classes of prisoners shall not be released under the Act:

(a) Those convicted of offences under the following Chapters or Sections of the Indian Penal Code:

V-A, VI and VII

Section 216-A, 224 and 225 (if it is a case of escape from a jail), 231, 232, 303, 311, 328, 364, 376, 382, 386 to 389, 392 to 402, 413, 459, 460, 489-A and Section 511 read with any of the aforesaid sections ;

(b) those convicted under sections 7 and 8 of the Act or whose license has been previously revoked on account of the breach of the conditions of the license;

(c) those whose applications for release, other than an application under section 8 of the Act, were on a previous occasion rejected by the State Government;

(d) those sentenced to a period of one year or less under any sections of the Indian Penal Code or under any other Act.

Explanation- The rule in clause (c) precludes a convict from himself applying a second time for release under section 2 of the Act, But the State Government may direct the Inspector-General of Prisons to place any case, which has already been once rejected, for reconsideration before the Board referred to in rule 6 (5).

4. ***Eligibilities for the release***.-Save the prisoners specified in rule 3, any other prisoner who has served one- third of his sentence of imprisonment or a total period of five years with remission, whichever is less, may be released by the State Government on a license.

5. ***Computation of sentence***.- For the purposes of these rules, the following principles shall be observed in computing the period of sentence of imprisonment, namely-

(a) when a prisoner has been sentenced to sentence to several terms of imprisonment for several offences and the sentences of imprisonment have been ordered to run concurrently, then the longest single sentence which the prisoner is undergoing shall be deemed to be the term of his imprisonment;

(b) When a prisoner has been sentenced to several terms of imprisonment for several offences and the sentences of imprisonment have been ordered to run consecutively, the total period which the prisoner has to undergo shall be deemed to be the term of his imprisonment;

(c) remissions already earned by the prisoner shall be counted as imprisonment served by him, and

[1](d) life sentence shall be reckoned as twenty years vide paragraph 170 (e) of the Jail Manual.

Explanation- The expression "sentence of imprisonment" in these rules shall include imprisonment in default of the payment of fine and imprisonment for failure to furnish security under Chapter VIII of the Code of Criminal procedure, 1898.

1- Substituted by Notification No. 546-P/XXII 1052-59, dated November 30, 1967.

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6. **Procedure**.- (1) Any prisoner eligible for release under these rules may make an application in the Form-A to the Superintendent. Such forms shall be printed at the cost of the Government and supplied free of charge to prisoners, to their relatives and to persons offering themselves as their guardians.

(2) On the receipt of the application, the superintendent shall examine the application to see if the prisoner and his proposed guardian have duly filled in the column of the application meant to be filled in by them. If the application is in order, the Superintendent shall entertain it and cause it to be entered in a register maintained in Form B. if the prisoner is ineligible under rule 3, he shall reject the application and inform the prisoner of his order. If the prisoner is eligible for release under rule 4, he shall fill in the columns in the application meant to be filled in by him and forward the same as soon as may be, to the District Magistrate of the district in which the prisoner was convicted through the Superintendent of Police.If the application is not in order, the supermtendent shall return it to the prisoner for necessary correction or supplying the omissions.

(3) In cases where there is probating officer, the Superintendent of the jail shall forward the application to the probation officer, sending a copy thereof to the Superintendent of Police who shall sent his report to the probation officer. The probation officer shall make his independent inquiry and then submit his report direct to the district Magistrate in the following form after incorporating therein the report of the Superintendent of police.

(1) Name of convict…….

(2) Convicted under section…….

(3) Sentence…….

(4) Relationship of guardian……..

(5) Opinion about suitability of.

guardian (together with reasons in case of non-suitability)-

(a) Police…….

(b) Probation officer……

(6) Recommendation regarding release (state reasons when release opposed)-

(a) Jail ……

(b) Police …….

(c) Probation Office …….

(7) District Magistrate's order…….

Immediately on receipt of an application under sub-rule (2) and this rule, the District Magistrate shall move the courts concerned for supplying him with the certified copies of the relevant judgments in the case, free of cost, and shall, if necessary, simultaneously consult, through the Superintendent of Police concerned, the District Magistrate of the district in which the prisoner ordinarily resides. On receipt of the copies of the judgments and the report of the District Magistrate of the district of residence of the prisoner, he shall attach the copies of the judgments to the application, fill in the entries therein meant to be filled in by him, and shall, without delay forward the same to the Inspector-General of Prisons.

(3-A).On receipt of an intimation about the death of his guardian along with the proposal for appointment of another guardian from a licensee, the District Magistrate of the district in which the licensee resides, shall refer the case to State Government for appointment of a fresh guardians in place of the deceased one along with his opinion about the suitability of the proposed guardian. In case, the licensee does not send his proposal for appointment of another guardian the District Magistrate shall require the licensees do so before making a reference to Government. If no guardian in place of the deceased one is proposed within 15 days of the receipt of the District Magistrate's orderly by the licensee, the case would be reported by the District Magistrate to Government for orders.

(4) The District Magistrate shall maintain a register in form C, in which all applications received from the Superintendent under sub-rule (2) shall be duly entered.

(5) The applications received from the districts by the Inspector-General of Prisons shall be considered by a board consisting of the Home Secretary to the Utter Pradesh Government or any other officer empowered in his behalf by the State Government, the Inspector-General of Prisons or the Deputy Inspector-General of prisons, as the case may be, and a Deputy Minister or Parliamentary Secretary nominated by the State Government the Deputy Minister or, Parliamentary Secretary or, in his absence, the Home Secretary or the officer empowered by the State Government, as above, shall be the chairman of the board. Meetings of the board shall be held at least once every month to make necessary recommendations.

(6) The State Government shall, on the receipt of report of District Magistrate regarding the appointment of a fresh guardian of licensee in place of the deceased one, pass such orders as it may deem proper.

(7) **Licence.**- A prisoner whose release on license is sanctioned by the State Government shall be granted a license in Form D. Three copies of such a license shall be prepared for each prisoner. One shall be retained by the Government, another shall be sent to the Superintendent for delivery to the guardian of the prisoner and the third shall be forwarded to the District Magistrate for information.

8. **Information to the prisoner and guardian**.- As soon as the Superintendent receives the orders of the government, he shall communicate the same to the prisoner and the district Magistrate concerned and in the case of an order of release shall, through the District Magistrate, inform the guardian also of the order and call upon him to present himself to take charge of the prisoner. On the guardian presenting himself, the Superintendent shall deliver to him the copy of the license received from the State Government, hand over to him the prisoner and take his signature in the register (Form B) in token of his having taken charge of the prisoner.

9. **Guardian's duty**.- (a) It shall be the duty of the guardian to see that the conditions of the lecence are fulfilled. He shall look after the conduct and welfare of the licensee and generally act in *loco- parentis*. If the licensee's conduct is found to be bad, it shall be the duty of the guardian to report the fact to the District Magistrate.

(b) In debating with the licensee the guardian, when he is a probation officer appointed by the Uttar Pradesh Aparadh Nirodhak Samiti, will be governed by any rules framed by the Society for guidance of probation officers, with the approval of the State Government.

10. (1) The District magistrate, on receiving information from the guardian or any other source, of the breach by the licensee of the conditions of the license, shall cause a notice to be served on the licensee to show cause why his license should not be revoked. If the licensee presents himself in response to the notice, then, after hearing him personally and, if he does not present himself, then without hearing him, the District Magistrate shall consider whether or not to recommend to the State Government for the revocation of the prisoner's license and shall act accordingly. While making his recommendation to Government for revocation of the license, the District Magistrate shall state the condition or conditions or which, in his opinion, have been breached by the licensee and how they have been breached.

(2) in case the District Magistrate decides to recommended the revocation of the license, he may, at the same time, if he considers that the licensee is unfit to be allowed to remain at large under the license, order his arrest and detention in the prison pending the receipt of the orders of the State Government.

(3) The Sate Government shall on receipt of the District Magistrate's recommendation pass such orders as it may deem proper.

(4) An order of revocation of license shall be in Form E and shall be servedunpon the licensee if detained in prison by the Superintendent of the Prison , and, if not detained in prison by the officer in charge of police station.

(5) The order of revocation shall be noted on the license and in the registers maintained by the District Magistrate and the Superintendent.

(6) If a prisoner released on license under the Act escapes from the supervision or authority of a guardian or fails to return to prison on revocation of his license, the guardian shall immediately inform the District Magistrate and three Superintendent and report to the nearest police station and action shall be taken against the prisoner as in a cognizable case.

11. **Warrant of Commitment**. On the release of a prisoner under the Act, the Superintendent shall retain the warrant under which the prisoner was committed to prison by court which sentenced him until the period of his sentence with remission, if any, earned by him during the period of his confinement in jail, has expired. The period during which a prisoner is absent from prison under the

provisions of this Act on a licence which is in force shall be reckoned as a part of the period of imprisonment to which he was sentenced for the purpose of computing the period of his sentence. When the convict released on licence has finished the sentence, the Superintendent shall return the warrant effect on the license and shall return it to the Superintendent shall return the warrant or warrants to the court which issued it or them.

12. **Final Release**.- On the expiry of the period of licence otherwise than by revocation, the guardian shall forthwith inform the licensee that he is absolved from the observation of conditions of the licence, shall make a note to that effect on the licence and shall return it to the Superintendent.

13. **Police Registered Convicts**.- When a prisoner released on license under the Act happens to be a police registered convict, the Superintendent of the prison shall inform the Superintendent of Police of the district of which such convict is a resident of his release on license together with the name and address of the guardian and shall, at the same time, inform him of the date on which the final release of the licensee is likely to take place. On the final release of the prisoner the police register slip shall be forwarded to the Superintendent of Police.

14. **Guardian**.- (1) In each case the District Magistrate shall determine whether or not the proposed guardian is fit to act as such having regard to his status, antecedents and the degree of control that he may exercise on the prisoner, and inform the State Government of his opinion.

(2) Parents or relatives of a prisoner may be appointed guardians if the District Magistrate is satisfied that they are fit to act as such guardians.

(3) An officer of a prisoner shall in no case be eligible to act as guardian, unless the Inspector-General of Prisons sanctions it.

15. **Remission of Sentence**-(1) An application for remission of sentence under section 8 of the act shall be made by the prisoner or by the person offering himself as his surety to the District Magistrate of the district in which he was convicted or where he was convicted in more than one district then to the District Magistrate of any such district.

(2) The District Magistrate shall, on a consideration of the antecedents of the prisoner, his conduct in jail and his environments and after consulting Probation Officer where one is appointed and such other authorities as he may think proper, within one month of the receipt of the application forward it to the

State Government stating his opinion whether the prisoner is likely to abstain form crime and lead a peaceable life if released from prison.

(3) The State Government may, on receipt of such application release the prisoner on his entering into a bond with one or more sureties for such amount and for such period as the State Government may direct, to be of good behavior and to observe such conditions as the State Government may impose.

(4) If any prisoner released under sub-section (1) of section 8 of the Act fails to observe the conditions of the bond, the District Magistrate or the Sub- Divisional Magistrate, if authorized by the District Magistrate may take proceedings under section 514 of the Code of Criminal Procedure 1898, and report to the State Government for the cancellation of the order remitting the sentence passed under sub-section(1) of section-8 of the Act, and the State Government may pass such orders in accordance with sub-rule (3) of section 8 as it may deem fit.

Form A

[To be supplied to a prisoner, his relative (or his) guardian free of charge.]

Application by the prisoner to the Superintendent of prison for release under section 2 of the United Provinces Prisoners' Release on Probation Act, 1938 (VIII of 1938).

(To be filled in by the prisoner and his guardian)

Jail……

1. Name and No. of prisoner……..
2. Father's name……..
3. Caste……
4. Residence……

   Village, mohalla or town……..

   Thana……

   District……..
5. Name of the proposed guardian with his father's name-
6. Guardian's caste……
7. Guardian's age……..

8. Guardian's occupation……
9. Guardian's residence……

   Village, mohalla or town……..

   Thana…….

   District……..

10. Is the guardian literate? …….
11. Is the guardian related to the prisoner? If so, how ? .....

Declaration by the Prisoner

I hereby declare that I desire to be released on licence under the United Provinces Prisoner's Release on Probation Act, 1938, and shall faithfully comply with the conditions of the licence.

Signature

_____of the prisone

Date 19 Left thumb- impression

Declaration by the guardian

*I on behalf of ……..Society

_____

Institution

agree to undertake the supervision of …….prisoner mentioned above and shall comply with the provisions of the United Provinces Prisoners' Release on Probation Act, 1938, the rules framed thereunder and the conditions of the licence.

Date……..19…… Signature

of the guardian

Left Thumb Impression.

*Note- The rest of this line shall be scored out if the proposed guardian is not a society or an institution.

(To be filled in by the Superintendent of Jail)

Casual

Habitual.

No. of previous convictions, if any

1. Prisoner's name and No. …….
2. Prisoner's age ……..years, offence.
3. Sentencing officer and case no……
4. Period of sentence ……..Fine, if any……Fine realized……
5. Date of sentence……
6. Period actually spent in jail up to the date of application years months days.
7. Remissions earned……years……..months……days.
8. Total of columns 6 and 7……..years…….months ……days.
9. Prisoner's date of release after allowing probable remission under the rule……..
10. The work allotted to the prisoners in jail…….
11. Prison offences committed by the prisoner and punishment awarded to him……..
12. Training received in any particular work in prison or any special proficiency acquired……
13. Physical and mental condition of the prisoner……

* 14 Conduct in jail……

*15 Effect of imprisonment undergone……

*16. Is the prisoner eligible in every way? If not, the Superintendent shall in his own hand record here the order rejecting this application with reasons…….

*17Is it advisable to release the prisoner on licence.?.....

18, Previous reference, if any, made to Government either by the Superintendent of the jail himself or through the District Magistrate on the subject or release of the prisoner……

Entries checked with warrants

Jailor Superintendent of Jail.

Date---------- Name of Jail----------

*Note- These entries should be in the hand of the Superintendent.

(To be filled in by District Magistrate)

1. Date of receipt in the District Magistrate's Office……..
2. Brief history of the case…….
3. Is the proposed guardian fit to Act as such ?*
4. Having regard to the prisoner's antecedents and his conduct in prison, is he likely to abstain from crime and lead a peaceable life if released on licence ? ……

District magistrate.

Name of District……..

*Note- If not please state reasons in brief.

Recommendation of the Board

1. Recommended for release on licence.
2. Recommended for release on licence after……..months in default of payment of fine or sooner if fine or portion of fine is paid.
3. Recommended for release on licence provided a suitable guardian is available.
4. Recommended for release on licence after…….months if prisoner's conduct is satisfactory.
5. Postponed till……..,if prisoner's conduct is satisfactory.
6. Postponed till a suitable guardian is forthcoming……..
7. Postponed indefinitely…….
8. Rejected…….
9. Name of guardian to be recognized…….

Member Member Chairman

Dated……..19

Orders of Government

Board's recommendation accepted

Secretary to Government.

Dated ……19

Endorsement on revocation of licence.

Secretary to Government.

Dated……19.

From B

[See rule 6 (2)]

Jail register of applications for release under the United Provinces Prisoner's Release on Probation Act, 1938.

Serial No.	Date of application	Name of Prisoner	Prisoner's number.	Whether application rejected by the superintendent.	Whether returned y the Superintendent to the prisoner.	Date of the expiry of licence.,if granted	Date of despatch of the application to the District Magistrate.	Order of the State Government.	Name of the guardian.	Date giving the licence and delivery of the Prisoner to the guardian.	Date of re-admission of the prisoner into the jail.	Date, if any, of the revocation of the licence.	Signature of the guardian in token ot the receipt of the licence and delivery to him of the prisoner.	Date of final release from the jail	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Form C

[See rule 6 (4)]

Register of applications for release under the United Provinces Prisoners' Release on Probation Act to be maintained in the office of the District Magistrate.

Serial No.	Date of receipt of application from the Superintendent.	Name of Prisoner	Name of convicting court.	Whether recommended to Government for release	Date of despatch of application to the Inspector General of Prisons.	Order of the State Government.	Name of Guardian.	Date, if any, of revocation of licence.	Whether action taken under section 7 of the Act.	Remarks.
1	2	3	4	**5**	**6**	**7**	**8**	**9**	**10**	**11**

FORM-D

[See rule 7]

Licence of conditional release under section 2 of the U.P. Prisoner's Release on Probation Act, 1938.

In exercise of the powers conferred by section 2 of the U.P. Prisoners' Release on Probation Act, 1938, the State Government is pleased subject to the observance of the conditions hereinafter set forth to grant and direct the release of-----, son of , caste----------, aged----------, resident of----------, police section----------, district----------, convict number ----------at present confined in the---------- jail and place him under the supervision and authority of ----------,son of----------, caste----------, resident of----------, police station----------. District---------- or Society/ Institution hereby appointed as the guardian of the said prisoner.

This licence shall expire on the---------- day of--------, 19---------- unless previously revoked.

Conditions to be observed by the licencsee.

(1) The licensee shall remain under the supervision and authority of the above-mentioned guardian during the period of the licence. He shall obey al the instructions of the guardian issued to him either verbally or in writing regarding his residence, employment or conduct.

(2) He shall not proceed beyond the limits of the places within which he may be restricted by his guardian without his permission and shall proceed to and place directed by the guardian and by the route prescribed by the guardian.

(3) He shall report himself at such times and places and to such person as the guardian may from time to time direct.

(4) He shall himself with due industry and to the satisfaction of the guardian do the work upon which the said guardian may direct him to employ himself.

(5) He shall not commit any offence punishable under any law for the time being in force in India.

(6) He shall not in any way associate with persons known to be of bad character or lead dissolute or evil life.

(7) If in the opinion of the State Government he is found to have committed a breach of the above-mentioned conditions the State Government may, after the person concerned has been given an opportunity to represent his case before the District Magistrate of the district in which he is residing at the time, revoke the licence and direct his recommitment to prison to serve the rest of the sentence, subject to the provision of section 4 of the U.P. Prisoner's Release on Probation Act, 1938.

(8) On revocation of this licence, the licensee shall return to the prison named in the order of revocation on or before the date specified therein.

(9) In the event of the death of his guardian, the licensee shall at once report this fact to the District Magistrate of the district in which he resides and shall, if possible, purpose some other suitable guardian in place of the deceased one, giving full particulars of the proposed guardian.

Guardian's duty

It shall be the duty of the guardian to see that the conditions of the licence are fulfilled. He shall look after the conduct and welfare of the licensee and generally act in *loco parentis*. If the

licensee's conduct be bad, it shall be the duty of the guardian to report the fact to the District magistrate.

If a prisoners released on licence under the Act escapes from the supervision or authority of a guardian or fails to return to prison on revocation of his licence, the guardian shall immediately inform the District Magistrate and the Superintendent of the jail and report to the nearest police station and action shall be taken against the prisoners as in a cognizable case.

On the expiry of the period of licence otherwise than by revocation, the guardian shall forthwith inform the licensee that he is absolved from the observation of all conditions of the licence, shall made a note to that effect on the licence and shall return it to the Superintendent of Jail concerned.

Date 19 Home Secretary to Gvoernemt.

Uttar Pradesh.

FORM E

[See rule 10 (4)]

Order of revocation of licence under section 6 of the U.P. Prisoners' Release on probation Act, 1938.

Where as……,a licensee released under section 2 of the U.P. Prisoners' Release on Probation Act, 1938 has committed a breach of condition no……..of his licence, dated …… by……,

Now, therefore, in exercise of the powers conferred by section 6 of the U.P. Prisoners' Release on Probation Act, 1938 the State Government hereby revokes with effect from ……the licence under section 2 of the said Act granted on ……..,to……,son of ……..,resident of ……..police station……..,district……,convict no…….of…….. Prison, under the guardianship of ……..,son of ……..,resident of…….,police station……..,district…….and directs that he be re-admitted into the prison to serve the rest of his sentence subject to the provisions of section 4 of the said Act.

(The convict is directed to report himself to the Superintendent of the …… prison at…….on or before the……..)

Date……..19

Grih Sachiv,

U.P. shasan

Appendix - Four

Uttar Pradesh Model Jail Rules 2013

1. The Preamble

Whereas it is necessary to frame rules for administration and management with a view to encourage good conduct satisfactory performance of work and a life of self discipline among the convicts of Uttar Pradesh and to provide these convicts with a pre-release opportunity for social adjustment and economic self dependence, the Government of Uttar Pradesh in exercise of powers conferred by clause (18) of section 59 of the Prison Act 1894 (Act 9 of 1894) hereby notifies the following rules:

Short title and commencement:-

(i) These rules may be called the Uttar Pradesh Model Jail Rules 2013, called the "rules" hereafter;

(ii) They shall come into force at once;

(iii) Except as provided in these rules, the provisions of the U.P. Jail Manual, called the "Manual" hereafter, shall apply to the convicts of the Model Prison also.

(iv) The Inspector General, under the orders of the State Government, may exempt Model jail from the provisions of the manual, for the smooth and better management of the Model prison and achieving its objectives.

2. Definitions

(I) *Swagat Bhawan-* *"Swagat Bhawan"* means that part of the Model Prison wherein the newly admitted convicts are kept for the first six months under strict watch and ward and are prepared for entry in the *Jamuna Bhawan,* as defined further;

(ii)*Yamuna Bhawan-* *"Yamuna Bhawan"* means that part of the Model Prison wherein after passing six months, satisfactorily, in the *Swagat Bhawan,* the convicts are kept for the next six months. Here they are allowed to be in the open inside the prison during the day and locked up during the night under strict watch and ward. The convict shall develop skill in any trade allotted to him during the stay in the *Yamuna Bhawan*;

(iii) *Ganga Bhawan-* "*Ganga Bhawan"* means that part of the Model Prison wherein the convicts are transferred to from the *Yamuna Bhawan,* after completion of the term on satisfactory report on the conduct. Here in they are kept in the minimum security. For the first six months they are locked up during the night. The convict shall be allotted labour in accordance with the skill developed in a trade during his stay in *Yamuna Bhawan*

(iv) *Azad Convict-* "*Azad Convict"* means that convict who after completion of the said term of six months in the *Ganga Bhawan*, has been left in the open at night for ten days inside the prison after the security furnished by at least ten fellow convicts of the *Ganga Bhawan*. Thereafter, submitting the bail bonds the convict is allowed to go in the open outside the prison for the day and night after giving his attendance at the prison.

(v)*Star Class Concvict- "Star Class Convict"* means that casual convict whose previous character was good, whose antecedents are not criminal and whose crime does not indicate grave cruelty, gross moral turpitude or depravity of mind.

(vi)*Incentives scheme- "Incentives scheme"* means that scheme under which convict working in the industries inside the *Ganga Bhawan* are given incentives for his labour and the produce thereof.

(vii)*Panchayat- "Panchayat"* means a *panchayat* of convicts lodged in the *Ganga Bhawan.* This *panchayat* shall include a *sarpanch* and a number of *panch*s in accordance with the rules provided in the Appendix …… of the Manual.

3. <u>Eligibility</u>

Eligibility for admission to the Model Prison shall be as follows:

(i) Star class male convict who has been sentenced for either life imprisonment or a minimum of seven years of imprisonment;

(ii) His age shall be not less than 21 years and not more than 45 years;

(iii) He shall be physically fit and be able to put in hard labour;

(iv) He should have served at least three years of imprisonment of which at least one year has been served as a convict. The Inspector General may relax the period of imprisonment as he may deem fit;

(v) He should be of good behavior and proven integrity;

(vi) He should have close family ties;

4. <u>Convicts not eligible for transfer to the Model Prison</u>

The following convicts shall not be eligible for transfer to the Model Prison:

(i) Those convicted under sections 224, 231 to 263, 286, 306, 328, 364, 364-A, 376, 377, 381, 404, 411, 420, 436, 460, 463, 466 to 477, 489-A, 489-B, 489-C, 489-I, 504, 506 of the Indian Penal Code, 1860 and Narcotic Drugs and Psychotropic Substances Act, 1985.

(ii) Those convicted with death sentence;

(iii) Those who are not resident of the state of Uttar Pradesh;

(iv) Those covicts who are the resident of the district in which the Model Prison is situated, and those who are the resident of district with headquarters situated within 50 kilometers of distance from the Model Prison.

5. <u>Transfer of convicts back to their original jails</u>

At any time during their stay at the Model Prison the convicts may be transferred to their original jail or any other prison by the committee as prescribed in paragraph 7(iv) for the reasons as provided below:

(i) After completion of 65 years of age;

(ii) In case of inability to put in hard labour or being physically unfit;

(iii) For disciplinary reasons;

6. <u>Procedure for transfer to the Model Prison</u>

(i) An application shall be submitted to the Superintendent by convicts having eligibility as mentioned in paragraph 4 of the rules;

(ii) The Superintendent shall forward shall forward all the applications of the convicts, fulfilling conditions for transfer, along with nominal rolls to the Superintendent of the Model Prison; The nominal roll shall be sent on January 1st and July 1st of every calendar year;

(iii) After screening the nominal rolls the Superintendent of the Model Prison shall recommend to the Inspector General for the transfer of the convicts to the Model Prison;

(iv) A committee consisting of the following shall fialise the names of the convicts to be transferred to the Model prison:-

(a) Inspector General	-	Chairperson
(b) Deputy Inspector General (HQ)	-	Member
(c) Superintendent of Model Prison	-	Member Convener

7. <u>The Management Board and its duties:</u>

(i) There shall be a Management Board consisting of the following officers of the Model Prison:

(a) Superintendent;

(b) Medical Officer;

(c) Jailor;

(d) A Deputy jailor nominated by the Superintendent;

(ii) The Board shall examine and select eligible convicts to be transferred to the *Yamuna Bhawan* after they have passed six months in *Swagat Bhawan;*

(iii) The board shall decide to transfer to further schemes and projects after considering the work and conduct of the convict during the last six months;

(iv) The Board may recommend to the Inspector General for transfer of convicts to their original jail or any other prison as provided in paragraph 5;

(v) The Board shall examine and select eligible convicts to be transferred to the *Ganga Bhawan* after they have passed six months in *Yamuna Bhawan;*

8. <u>Co-Operative Society</u>

(i) There shall be Co-Operative Society of the convicts in The Model Jail. An *Azad Convict* may be allowed to stay in the farm colony without any security, after he has worked successfully at least for a period of one year under the scheme of the Co-Operative Society;

(ii) *Azad Convicts* may be allowed to sell article produced independently by them, and likewise be allowed to do the job as that of a barber, tailor, vegetable vendor, eatery shop etc.;

(iii) Under the scheme of Co-Operative society the convicts may take loans from a nationalized bank for the purposes specified in (ii) mentioned above;

(iv) *Azad Convicts* may be allowed by the Superintendent to manage various vocations at the shops, if any, constructed by the Jail department near the Prison. Convicts under this scheme will be allowed to work freely, without any security, like a normal citizen.

9. **<u>Home Leave</u>**

[Rules for home leave to the inmates of Model Prison under section 432 of Code of Criminal Procedure, 1973]

(i) Convicts working on the incentive scheme in the Model Prison may be allowed home leave by temporarily suspending their sentence in order to enable them to visit their families with a view to renewing their family ties or attending to their ailing close relatives, or making contacts with their prospective employee or dealing with their domestic problem.

(ii) Only such convict will be eligible for release on home leave as satisfy the following conditions :

(a) Their work and conduct while in the Model Prison have been good;

(b) They have been in the Model Prison for at least one year ;

(c) They have enough money at their credit in their incentive account so as to enable them to meet the journey expense from Model Prison to their home and back and yet a balance of at least Rs.1000 is left in their account ; and

(d) They have a suitable home to go to.

(iii) A board consisting of the following will consider all application for grant of home leave submitted by the convicts and make necessary recommendation to the Inspector General:

(a) The Superintendent of the Model Prison - Chairperson

(b) The Medical Superintendent of the Model Prison - Member

(c) Additional District Magistrate

nominated by the The District Magistrate - Member

(iv) The Board will meet as often as considered necessary by the Superintendent of Model Prison but not more than once in a month.

(v) The Superintendent shall in his own hand reject any application which the Board has not recommended for release on home leave. On receipt of application recommended by the Board, the Inspector General will forward them to Government with his own recommendation in each case.

(vi) Ordinarily a convict will be granted home leave for maximum period of fifteen days including the period required for journey both ways. In cases where the journey to and from the convict's home is likely to occupy a period of six days or more the period of leave shall be twenty one days. In exceptional circumstances Government can extent the period of leave thirty days

(vii) Convicts of the Model Prison will be granted home leave on their own recognizance on executing a personal bond in the prescribed form.

(viii) Since home leave will be granted by suspending the sentence of a convict, the period of home leave will not count towards sentence.

(ix) Convicts on home leave will be given a copy of the government order granting them leave. The Superintendent of Model Prison shall enter in the order in the place provided there in the exact dates during which a convict will remain on such leave including the period required for journey. He will also notify to the Superintendent of Police concerned the fact of a convict's release before he proceeds on such leave.

(x) If during the period of leave a convict commits any offence punishable under any law for the time being in force or fails to return to the Prison after the expiry of leave, he will on surrender or rarest be sent to another prison. Such a convict's all remission and incentives earned at his credit shall be forfeited. Besides he shall be punished with any of the punishment prescribed in the Jail Manual.

(xi) The prescribed forms of application for the grant of home leave to convicts and of the orders granting such leave and the personal bond to be executed by the convicts are given in Appendix D in the forms of application and personal bond shall be supplied by the Superintendent of Model Prison to convicts free of cost.

(xii) Any matter not provided for in these rules shall be referred to Government for direction.

APPENDIX- 5

(paragraph 300)

Rules for Management of Central Prison for young adults convicts

The following rules referred to in paragraph 304 prescribes the constitution and functions of the committee of management for the young adult convicts.

1. The committee shall consist of the following members:

(a) Official members

a. The District and Sessions Judge Bareilly.
b. The District Magistrate Bareilly.
c. The secretary of the organization recognized by the government for after care of convicts.
d. The Deputy Director education Bareilly.
e. The Senior Superintendent, Central prison for young adults.

(b) Non-official members

Six, to be appointed by the State Government. Three of these shall be appointed on the recommendation of the District Magistrate, Bareilly, two shall be selected from among the members of the State Legislature, and one shall be a public man.

2. The term of appointment of non-official members shall be three years, but they shall be eligible for re-appointment.

3. The District and Sessions Judge and the superintendent shall be the chairman and the secretary, respectively, of the committee. In the absence of the district magistrate, the senior official member present shall act as chairman and in the event of all the other official members being absent, the superintendent of the Central prison for young adults shall act as chairman.

4. The committee shall meet once a month on the date fixed by the superintendent. The quorum for the meeting of the committee shall be four.

5. Without unduly interfering with the authority of the superintendent, the members of the committee shall be expected to take a general interest in the management of the Central prison for young adults. and the educational, vocational and physical progress of the inmates confined therein.

6. When an inmate is guilty of a prison offence the superintendent may deal with him in accordance with the provisions of Chapter - Thirty two of the Jail manual. In case, however, the Superintendent thinks that the inmate by reason of his having frequently committed such offence or offences or for any other sufficient cause should be removed from the Central prison for young adults. he shall, refer the case to the Committee. The Committee shall if it agrees with the Superintendent, recommend to the Inspector-General that the inmate be removed to the Central Prison, Bareilly, for a specified period, and the Inspector-General will, in each case, pass such orders as he may consider fit.

Note-1- If the Inspector-General disagrees with the Committee, and is of the opinion that the inmate should be permanently removed to the Central Prison Bareilly or any other Central Jail, he shall pass the necessary orders.

Note-2- No inmate shall be punished for the same offence both under Chapter- Thirty two and the above rule.

7. The committee shall inspect all the inmates who are due for release, and take such action as they think fit with a view to prevent them from relapsing into crime after release. As regards the inmates who are about to attain the age of twenty five years, the committee after a full consideration of their

record shall recommend either the release of the inmate on attaining the age of twenty five years or, his retention in the Central prison for young adults. till he attains the maximum age of twenty five years or if in the opinion of the superintendent he has not derived or is not likely to derive any benefit from his stay in the Central prison for young adults his transfer to the Central Prison, Bareilly, to complete his sentence.

8. The committee and the members individually shall make periodical visits to the Central prison for young adults. to see the training given to the inmates and make such suggestions for the consideration of the superintendent as they consider suitable.

9. Three months before the date of expiry of the term of non-official members the superintendent shall inform the Inspector General, who shall report to the State Government the names of the members and the date of expiry of their term and ask for the nomination of new members.

10. The superintendent shall place before the committee his proposals with reference to the management of the Central prison for young adults.and the training of the inmates, on which their opinion or guidance may be necessary or desirable, and shall bring to the notice of the committee such orders and instructions as he may have received from the Inspector General on the subject falling within the purview of the committee.

11. The superintendent shall place before the committee the annual report of the Central prison for young adults. and forward for the consideration of the Inspector General such observation as the committee may like to make on the year's work..

12. The inmates of the Central prison for young adults Bareilly, may be allowed to sleep in the open during the summer season between April, 15, and October 15, subject to the condition that arrangements for proper watch and ward of the inmates are made, and that no additional expenditure is incurred on this account.

Appendix Six

(Para 1275)

List of registers and their retention peroid

No.	Name of registers	Period of retention
1	Admission and release register of convicts	90 years
2	Alphabetical register of convicts	90 years
3	Register of details of appeals	10 years
4	Register of jail appeals	10 years
5	Register of check date for release	5 years
6	Register of dates of probation	20 years
7	Register of release	90 years
8	Transfer register	5 years
9	Convict officers' register	2 years
10	Register of revising board	10 years
11	Register of valuable properties of prisoners	25 years
12	Register of admission and release of undertrial prisoners	90 years
13	Register of alphabetical list of undertrial prisoners	10 years
14	Register of production in courts outside district (*challan*)	6 years
15	Register of deaths of prisoners	5 years
16	Register of escapes of prisoners	50 years
17	Register of civil prisoners and detenues (NSA etc.)	10 years
18	Register of daily population	2 years
19	Register of diet (*old 15 no.*)	6 years
20	Register of issue of rations (*old 44 no.)*	6 years
21	Register of stock of rations	10 years
22	Register of SMI rates	10 years
23	Stock book of new clothing, bedding and utensils	10 years
24	Stock book of old clothing, bedding and utensils	5 years
25	Register of indoor patients in jail hospital	5 years
26	Register of outdoor patients in jail hospital	5 years
27	Register of injuries to prisoners	2 years

28	Register of prisoners admitted in outside jail hospital	10 years
29	Stock book of medicines	2 years
30	Register of expiry date of medicines	5 years
31	Register of hospital clothing, bedding and utensils	10 years
32	Register of hospital equipment and properties	2 years
33	Register of vaccination	2 years
34	Register of prisoners' interview	2 years
35	Register of cash deposits of undertrial prisoners (*HPD*)	6 years
36	Register of duties of warders	2 years
37	Stock book of warders' uniforms	10 years
38	Gang book	2 years
39	Register of gang distribution	2 years
40	Register of daily duties of convict officers	1 years
41	Register of lock-up	2 years
42	Report book of night rounds	2 years
43	Report book of rounds on the main wall	1 years
44	Register of night duty head warder	1 years
45	Register of jail punishments to prisoners	6 years
46	Establishment order book	Permanent
47	Register of punishments to the staff	5 years
48	Order book of the Superintendent	10 years
49	Report book of the Jailor	10 years
50	Order book of the Medical Superintendent	10 years
51	Report book of the Medical Officer	10 years
52	Gate book	10 years
53	Register of extramural gangs	1 years
54	Register of head warder's visit to extramural gangs	1 years
55	Register of charge and relief of warders	1 years
56	Register of reserved ammunition	10 years
57	Stock book of arms	2 years
58	Register of cheques, demand drafts and pre-audit bills	5 years

59	Cash book of works	35 years
60	Register of prisoners' cash deposit (*PCD)*	35 years
61	Prison ledger (*old 54 no.*)	35 years
62	Prison Cash book	35 years
63	Register of daily cash balance (*old 55 no.*)	5 years
64	Register of bills	5 years
65	Register of petty cash payments (*old 71 no.*)	5 years
66	Register of Government properties	5 years
67	Station dak book	2 years
68	Stock book of miscellaneous articles (*old 78 no.)*	10 years
69	Register of registers	Permanent
70	Register of locks and keys	10 years
71	Register of files	10 years
72	Library register	10 years
73	Register of trees	Permanent
74	Register of plotwise details of agricultural production	10 years
75	Stock book of agriculture	10 years
76	Register of profit and loss for agriculture	10 years
77	Register of vegetables	2 years
78	Visitors' book	10 years
79	Register of canteen	6 years
80	Stock book of building materials	10 years
81	Register of prisoner's letters	2 years
82	Register of handing over and taking over of charge	25 years
83	Register of security deposits	35 years
84	Register of educational progress of prisoners	2 years
85	Register of Cattle	10 years
86	Register of cattle rations	6 years
87	Register of convicts selected for extramural labour	5 years

APPENDIX- 7

Periods for retention of correspondence

(*para- 1320*).

	Subject	*Period of retention*
1.	Correspondence with Government	Only important correspondence to be retained permanently. Other papers to be destroyed according to the nature and the subject matter of correspondence but not before two years in any case.
2.	Circular files …….	Permanently.
3.	Escape when the prisoner is not captured.	Thirty five years.
4.	Acquisition and renting of grounds.	Thirty-five years.
5.	Original works costing more than Rs.1,00,000	Ten years.
6.	Pensions…….	Thirty-five years.
7.	Budget estimates…… ……..	Ten years.
8.	Original works costing less than Rs.1,00,000	Five years.
9.	Criminal mental patients	Five years.
10.	Releases…….	Five years.
11.	Punishments to officers and warders.	Thirty five years.
12.	Dismissal and resignations ..	Ten years.
13.	Factories …….. ..	Five years. (after audit).
14.	Accounts	Ditto.
15.	Repairs	Ditto.

In case of correspondence on any other subjects not specified above, the ordinary period of retention shall be two years unless otherwise ordered by the Superintendent. Before a file is destroyed the papers contained there in shall be examined and the orders of the Superintendent obtained in the jailer's report-book for its destruction. The Superintendent shall order the retention of any file for a longer period if he considers this necessary.

APPENDIX- 8

List of returns, reports and indents to be submitted by a jail office

(para- 1327)

Serial No.	Particulars	Date of submission	To whom submitted	Remarks
1	2	3	4	5
	Weekly Report			
1.	Report of the details of convicts sentenced to death.	Every Monday	Inspector-General	From concentration jails to death
	Monthly returnt			
2.	Monthly journal of Superintendents	1St	Inspector-General	From all jails
3.	Monthly statement of prison population	1St	Inspector-General	Ditto
4.	Details of prisoners of foreign nationality	3rd	Deputy Inspector General	Ditto
5.	Information of undertrial prisoner covered by the provision of sections 436(1) and 436(A) of CrPC.	3rd	Deputy Inspector General	Ditto
6.	Details of prisoners detained under anti-terrorlaws	3rd	Deputy Inspector General	Ditto
7.	Details of officers and employees of police and jails detained in jails.	3rd	Deputy Inspector General	Ditto
8.	List of convicts who have jumped parole.	3rd	Deputy Inspector General	Ditto
9.	Information regarding *Lok adalat.*	3rd	Deputy Inspector General	Ditto
10.	Information regarding legal aid to prisoners.	3rd	Deputy Inspector General	Ditto
11.	Memorandum of factory receipts and disbursements.	5th	Inspector General	Ditto
12.	Return regarding raw materials	5th	Inspector General	Ditto
13.	Return regarding production in each factory.	5th	Inspector General	Ditto
14.	B.M.- 4 (Return regarding expenditure)	5th	Inspector General	Ditto
15.	B.M.-5(Return regarding pending liabilities)	5th	Inspector General	Ditto
16.	Memorandum of adjustment of cost of goods of Supplied from jail factories to jail Prisons Department in form No. 134.	10th	Inspector General	From jail depot

	Quarterly returns			
1.	Report on education of Prisoners	1st week of January, 1st week of April, 1st week of July and 1st week of October.	Deputy Inspector General	
2.	Details report regarding convicts sentenced to death.	1st week of January, 1st week of April, 1st week of July and 1st week of October.	Deputy Inspector General	
3.	Details report regarding mentally ill prisoners.	1st week of January, 1st week of April, 1st week of July and 1st week of October.	Deputy Inspector General	
4.	Details report regarding prisoners admitted in outside hospitals.	1st week of January, 1st week of April, 1st week of July and 1st week of October.	Deputy Inspector General	
5.				
	Half-yearly returns			
1.	Report showing quantity and value of crops produced.	5th April and October	Deputy Inspector General	
2.	Report regarding profit and loss of agriculture	5th April and October	Deputy Inspector General	
3.	Victims compensation	1st week of April and October	Deputy Inspector General	
4.	Half yearly statistics	1st week of January and July	Deputy Inspector General	
5.	Report regarding medical examination of prisoners on the performa precribed by National Human Right Commission.	1st week of January and July	Deputy Inspector General	
	Annual Returns			
1.	Annual report			
2.	Report on service book			
3.	Confidential report of officer			Requisition for the forms must reach
4.	Factory store account return			
5.	Target practice report			
6.	Report on maintenance of note-books			
7.	Report on weeding of records			
8.	Report of permanent advance			
9.	Statement of old and infirm convicts recommended for release on account of infirmity.			

10.	Budget estimates			
11.	Report on verification of trees			
	Indents			
1.	Arms and ammunition			
2.	Cotton clothing for prisoners including Chadars			
3.	Woollen clothing for prisoners			
4.	Brass cups and plates			
5.	Unoform of warders			

APPENDIX- 09

List of Factory Registers and Forms.

(*para 1277*)

A- STORE-KEEPER'S REGISTERS.

			Remarks.
F.	1.	Indent on suppliers…….	Supplier's receipt for the indent should be obtained.
F.	2.	Supplier's invoice…….	Will be supplied free of cost to suppliers.
F.	3.	Register of daily purchase of materials.	
F.	4.	Stock-book of materials….	An alphabetical index should be maintained. The price of material should be calculated at the average rate arrived at by adding the quantities and the prices brought forward from the previous quarters to the quantities and prices of the purchases for the current quarter.
F.	5.	Stock-book of manufactured goods.	Separate accounts on separate pages should be maintained for manufactured goods priced at different rates for different classes of customers.
F.	6.	Register of daily sales of goods.	
F.	7.	Receipt voucher for goods sold on credit.	
F.	8.	Register of outstanding debts and advances.	Should be balanced monthly.
F.	9.	Bill for goods supplied	
F.	10.	Invoice for supplies to jails.	

F.	11.	Invoice for supplies to Gov. Departments. goods, stock at end of quarter.	
F.	12.	List of outstanding debts and advances.	
F.	13.	Cash receipt book…… ..	Receipts for all moneys received must be prepared and given to customers.
F.	14.	Factory cash-book	No entries are necessary on dates on which no transactions take place.
F.	15.	General ledger	
F.	16.	(Deleted)	
F.	17.	Book of estimates	
F.	18.	Price list…….. ..	Alterations in price must be sanctioned by Superintendent on the price list and signed and dated.
F.	19.	Authority to store-keeper to issue goods for stores.	
F.	20.	Statement showing the Account of articles supplied to the U.P. Jails Depot,, Lucknow.	

***B- Factory Officeres' Registers*.**

F.	21.	Factory labour distribution register.	
F.	22.*Deleted*		
.			
F.	23.	Indent on store-keeper ---	
F.	24.	Register of materials issued from store and received in factories.	
F.	25.	Stock-book of materials in …….	Stock should be verified once a quarter by the

		process of manufacture.	Superintendent.
F.	26.	Schedule of loss	
F.	27.	Registers of goods sent into stores ..	Superintendent shall verify weight of all least 10 per cent of the goods sent into stores.
F.	28.	Factory order book	
F.	29.	Factory order slip	
F.	30.	List of machines &tools in factories	

Note- 1- The period of retention of all factory registers and records after they have been audited shall be five years except in the case of factory register Nos. 3, 4, 5. 6. 32. and 34 which shall be retained for ten years.

Note.- 2- Factory form Nos. 1, 2, 3, 15, 26 and 30 shall also be used for jail and works accounts.

APPENDIX- 10

Rules for Management of Jail Factories

(para- 829)

1. The management of jail factories is governed by the following rules:

   (1) No work shall be started in a factory unless an order has been previously registered. This also applies to goods required for stock or made from materials produced in the Jail, e.g. wood from trees on jail grounds.

   (2) When the Superintendent has booked a large order for goods he shall release it to the factory shops in parts so that the work may be executed within a reasonable time which shall not ordinarily exceed three months.

   Large orders for goods which are meant only for stock shall not be booked.

   (3) Purchase of all materials shall be controlled by the Inspector General acting on the advice of the Director Industries . The Superintendents shall purchase in accordance with financial and store purchase rules locally the materials for which no arrangements on a State basis have been made.

   (4) Suppliers shall be required to present, along with the materials supplied, an invoice in duplicate in the prescribed form giving the number or weight of the materials and the rates. The original invoice bearing the supplier's signature shall be retained in the jail office, and the duplicate shall be returned to the supplier after being signed by way of receipt by the officer concerned.

   (5) The full market value shall be recorded in the factory registers of the materials received from other departments and private persons, NGOs etc.

   (6) Except with the special permission of the Inspector General, work on the wages system shall not be permitted in the jails. When any work on this system is accepted for Government, semiGovernment departments and private persons etc. when materials are supplied purchased by them and the jail charges for the cost of labour only, the quantity of the materials received shall be entered in the appropriate register on separate pages, the column of price being left blank. In the books of the factories also full details as to the disposal of materials shall be shown on a separate page marked "work on wages."

(7) The Superintendent may with the permission of the Inspector General accept orders fromGovernment, semiGovernment departments and private persons etc. on the piece-price system, i.e. when the contractor supplies the raw materials and pays wages for the manufactured articles by the piece.

(8) If any private person/entrepreneur wishes to install any machinery or assembly line in the Jail to facilitate his order, the same may be permitted by the Inspector General .

(9) Materials shall be indented for from the store keeper to meet immediate requirements and in no case for more than one week's consumption. The accumulation of materials in factories is prohibited.

(10) The loss actually incurred in the process of manufacture shall be charged in the factory registers, and, whenever this loss is in excess of the scales laid down in the schedule of losses the sanction of the superintendent shall be obtained in writing.

(11) Executive officers in central prisons and Jailors or Deputy Jailors in district jails shall be in charge of manufacturing departments. As far as possible, the distribution of factory work and registers shall be so arranged that the registers connected with the manufacturing department are not maintained by the officers in charge of the stores.

(12) The office Jailer in Central Prisons and the Jailer in the district jails shall verify by actual weighment the weight of all manufactured goods sent from the factories to stores and shall be responsible for the accuracy of the entries in the register of goods sent into store.

(13) The Jailor shall see that the store-keeper signs in appropriate columns of the registers of the manufactured goods sent to store at the time of *Dakila*, and that the factory officer signs an appropriate column for every article found defective at the *dakhla*, and returned to him.

(14) For articles made for use in the jail department no credit for wages and profits shall be taken in the factory accounts. Credit shall be taken only for the price of materials including loss and other incidental charges actually incurred in the process of manufacture.

This rule shall also apply to expenditure debitable to jail building grants.

The sale price of the articles supplied to the jail in other states shall be calculated at the rates fixed for other Government departments.

(15) To enable the jail authorities to determine the sale price, each jail factory shall maintain a book of estimates in which it shall record, in the case of each kind of manufactured goods, full details as to—

(a) the price of materials, (this means the price prevalent in the market at the time);

(b) the estimated cost of incentive ;

(c) a percentage of the wear and tear of tools, and a percentage of profits calculated on the total of (a) and (b).

In the column "estimated cost of wages", the wages usually charged by out side labour for the same kind of work shall be entered, and not the incentive of convicts employed, calculated at an arbitrarily fixed daily rate. In other words prison labour shall be assessed on the basis of the actual out turn in terms of the market value of free labour. For instance, in fixing the price of cloth the ordinary wages of a free weaver for weaving a given quantity of yarn into cloth should be ascertained from the localmarket, tahsil or the Director of Industries,Uttar Pradesh, and then entered as the cost of wages, without reference to the actual number of convicts employed on their daily task.

Profit shall be calculated at the rate of 12 ½ per cent. Departments of the Uttar Pradesh Government shall be allowed a discount of 6.5 ¼ per cent or one anna in the rupee on the retail price and those of the Central Government and other State Governments a discount of eight pies in the rupee. In the case of big orders from the public, including wholesale or retail dealers, a discount up to 6 ¼ per cent may be allowed at the discretion of the Inspector General on orders worth Rs.10,000.00 or over for one kind or class of articles.

(14) The prices fixed shall be subject to the following conditions, namely—

(a) For manufactured goods for government departments the price shall in no case be higher than the market price;

(b) For goods for sale to the public the price shall in no case be lower than the market price of articles of similar quality;

Provided that the Inspector General may standardize the designs and sizes of woolen and cotton fabrics and other goods manufactured in jail factories and may fix the rates at which such articles shall be sold throughout the State.

(15) Every jail factory shall maintain a price list based on the book of estimates. It will be prepared on 1st April, of each year and revised as often as may be necessary. But if the variation in the price of an article is less than six paise in the rupee the price fixed shall not be revised until 1st April of the following year.

(16) When the price of any article is revised it shall also apply to existing stock of goods although the materials used may have been purchased at cheaper or dearer rates.

(17) The prices of articles for which raw materials are purchased on a State basis shall be the same for all jails as far as possible.

The prices of articles, whose designs and manufacturing details can be standardized, shall be worked out by the Director of Jail Industries and circulated to the jails for adoption.

(18) Large orders from the public which cannot be completed within three months should always be booked with the proviso that the price fixed shall remain in force for a period not exceeding three months, and that the price of the supplies which shall be made after that period shall be liable to revision, if found necessary.

(19) Before the end of April every year, the Superintendent shall send to the Director of Jail Industries a list of articles which have been lying in stock for more than two years with such recommendations for reduction in rates as he may consider necessary in order to clear the stock.

(20) The price of finished articles which have been damaged in the process of manufacture shall be fixed by the Superintendent with due regard to the extent of damage and a note of the circumstances under which the price has been reduced shall be made by him in the stock book in his own hand.

(21) The Superintendent may reduce the price of any goods or class of goods on stock when this becomes necessary owing to fall in the market rates or in order to clear the stock or for any other reason after obtaining the approval of the Director of Jail Industries.

(22) The Superintendent shall record a note in the day book of sales when he sanctions the sale of any goods at a rate lower than that laid down in the price list.

(23) An advance of at least 25 per cent of the price shall be taken from all customers before any order exceeding Rs. 1000.00 in value is undertaken.

APPENDIX- 11

Rules for the despatch of goods for sale from the jails to the Uttar Pradesh Jails Depot, Lucknow, and the maintenance of accounts in connection therewith.

(para 1315)

(1) All orders sent from the Uttar Pradesh Jails Depot should be acknowledged by the jail within three days of their receipt with an intimation of the time by which they will be supplied. In the case of orders for which an advance has been taken by the depot the jails should give them preference over other work, and they should be completed within the time specified by the depot. If the jails are unable to do it they should inform the depot at once.
(2) In executing the orders received from the depot for goods the Superintendent is responsible for seeing that the specification given in respect of weight, size and quality, etc., are scrupulously followed and that the articles are supplied within the time allowed.
(3) No articles other than those specifically ordered by the depot shall be sent without first consulting the manager. The manager shall advise the jail, on request, as to the description of the goods it should manufacture for supply to the depot.
(4) All consignments shall be securely packed and despatched fully pre-paid ordinarily by goods train at railway risk, unless otherwise instructed.
(5) The Superintendent shall forward to the depot in duplicate an invoice of the articles sent. The manager shall return one copy, duly receipted to the jail. The jail shall keep these vouchers on a separate file. No charges for packing, etc., shall be entered in the invoice.
(6) The articles sent to the depot shall be transferred from their place in the stock book of manufactured goods to a separate account in the same register under the heading "Articles sent to the depot". The articles shall be finally struck off the stock book on receipt of intimation of their cash sale from the depot and shown as "Cash sale through jails depot" in the register of sales.
(7) The manager shall forward to each jail in duplicate a statement of cash sales before the 20th date of months of March, June, September and December, giving details of the sales of the preceding three months.
(8) A copy of the statement referred to in the preceding sub-paragraph received from the depot shall after being attested by the Superintendent should be attached to the quarterly return in support of the credit taken for cash sales through the depot.
(9) On the seventh date of the months of March, June, September and December the Superintendent shall send in duplicate to the Manager of the depot a list of the articles supplied to the depot which are still unaccounted for. The Manager shall return one copy of the list after entering the prices realized for the articles sold. Any discrepancies should be immediately reported to the depot.

(10) All articles which remain unsold for one year may be returned to the supplying jail. The Director of Jail Industries may at any time order the returns of any articles which are in his opinion, not likely to secure a sale at the depot.

(11) The selling price at the depot shall be the price communicated by the jail plus a percentage to be fixed by the Inspector General to cover the cost of cartage and freight. In communicating the accounts to the jails, the actual price realized shall be quoted and the jails shall take credit in the accounts for the amount so communicated. In the case of credit sales the depot shall send intimation to the jail on realization of the price.

(12) The Director of Jail Industries, may, for sufficient reason, and after consulting the Superintendent reduce the price of any article received at the depot for sale from any jail.

(13) The accounts of the depot shall be audited once a year or oftener by the departmental auditor.

(14) The Manager shall be responsible for physical verification by actually weighing or counting, as the case may be, at least 33 per cent of the stock of the U.P, Jails Depot once in every quarter in such a manner that the physical verification of all the stock is carried out at least once in every year. He shall sign the sotck-book in token of the physical verification done by him and shall also record in his report book, which shall be kept for the purpose, the result of such verification.

The Director of Jail Industries shall also verify the stock of the Depot half-yearly in June and December every year.

(15) Factory correspondence shall be classified under the following sections:

F.A. Purchase of materials and stores, correspondence with suppliers.

F.B. Factory order, sales, correspondence with customers and with the jail depot at Lucknow.

F.C. Returns.

F.D. Audit notes, orders, explanations and recoveries.

F.E. Factory organization and general matters, including payment of wages to convicts.

(para- 839)

APPENDIX- 12

Classification of labour

Skilled	Semi skilled	Unskilled
Powerloom	Bowing wool	Storing and weighing
warping	Felting and Shrinking	Surkhi pounding
Shuttle loom	Hueing and Cleaving fire wood	Carrying goods
Masonary and concrete work	Loundary	Cleaning and white washing
Carpenter's works	Painter	Sweaping
Blacksmith	Twisting thread and fibre	Cleaning grain
Carding	Spining wool	Husking rice & pulse
Carpet weaving	Envelop	Winnoing grain
Durrie weaving	Cooking dal	Floor shifting
Tailoring	Cooking vegetables	Helpers in factories, work houses and other godowns
Tent making	-	Gardening
Class printing	-	Folding papers
Dyeing	-	Winding bobbing
Ledger working	-	Dressing vegetables
Tin working	-	Assistant in office work
Book binding	-	-
Barber	-	-
Baker	-	-
Spray Painter	-	-
Furniture polish	-	-
Weaving cane for furniture	-	-
Rolling chapati	-	-
Baking chapati	-	-
Data feeding in computer and	-	-

typist		
Flour mill operator	-	-
Spice mill operator	-	-
Nursing o*rderly*	-	-
Prisoner Teacher	-	-
Soap detergent and phenoel	-	-
Clothe printing	-	-
Newad weaving	-	-

Note- Any other job or trade not mentioned above, the category of skills shall be decided by the Superintendent.

(Para 840)

Appendix 13

Uttar Pradesh Prisoners' Incentives Subsidiary Rules, 2010

As provided for in the provisions of paragraph 883 of Uttar Pradesh Jail Manual, 2013, for keeping the records of the lobour put in by the prisoners and withdrawal and disbursement of the incentives there for, these subsidiary rules are being framed.

1. These rules shall be named as "Uttar Pradesh Prisoners' Incentives Subsidiary Rules, 2010" with immediate effect.

2. The Uttar Pradesh Payment of Remuneration to Prisoners and Compensation to Victims, 2005 provides for payment of remuneration, which means the monetary incentive earned, called "incentive" hereafter, by a prisoner for the labour assigned to him in prison by an officer authorized in this behalf by the Superintendent of the prison.

3. Proforma for keeping the records of the lobour put in by the prisoners and withdrawal and disbursement of the incentives there for, shall be as follows:

(i)	Gang book	-	Annexure I
(ii)	Attendance and incentive register (paragraph 1294 of the Jail Manual)	-	Annexure II
(iii)	Ledger of incentives (paragraph 55 of the Jail Manual)	-	Annexure III
(iv)	Register of bank accounts	-	Annexure IV
(v)	Passbook for incentives	-	Annexure V

4. Every gang of prisoners putting in labour shall have a separate gang book, a register for attendance and incentives, which shall be duly signed by the warder in-charge of the gang, in-charge Deputy Jailor and the jailor after all the entries have been duly filled in.

5. The Jailor shall ensure that provisions of paragraph 1108 of the Jail Manual are complied with and the entries of the gang book and those of the register of attendance and incentives match with each other. The Jailor shall also ensure that the attendance of only those prisoners are marked who have put in the labour allotted on that particular day.

6. Every prisoner putting in the labour shall be provided with a passbook which shall have the entries of incentives earned by the prisoner. The pass book so made shall be regularly maintained by the Accountant of the jail under his signatures and entries be duly countersigned by the Jailor.

7. (a) The Accountant shall be responsible for submission of bills of incentive in the first week of succeeding month, to the treasury, on availability of budget, according to the register of attendance and incentive. He shall, thereafter, make corresponding entries of disbursement of the incentives so drawn, in the ledger of incentives and the passbook under his signature. The Jailor, according to the provisions provided in paragraph 1123 of the Jail Manual, and the Accountant shall be responsible to ensure that entries in the ledger and the passbook are correct, up to date and duly countersigned by the prisoner concerned. A notice of withdrawal of incentive from the treasury may be displayed at appropriate place. The Superintendent may nominate an officer for the maintenance of the record of incentives mentioned in paragraph 3 of these rules.

(b) The incentives so drawn upon the treasury shall be deposited in a bank account opened in the name of "Prisoners' Incentive Account" an d the details of the deposits and withdrawals from

this account shall be recorded in the register of bank accounts mentioned in paragraph 3 of these rules. This account shall not be operated for any purposes other than incentives for the prisoners. This account shall be operated by the Superintendent under his own signature and sea.

(c) The Superintendent shall cause to keep a fixed amount of incentives as cash with the jailor for disbursement in exigencies. The central prisons may keep an amount ordinarily of Rs. 30000, and the district jails of class 'A', 'B' and 'C' may keep an amount of Rs. 20000, Rs. 15000 and Rs. 10000, respectively, for this purpose.

(d) The interest accrued in the "Prisoners' Incentive Account" shall be transferred to the Prisoners' Welfare Fund.

(e) The incentives so earned by the prisoner shall be paid on his application to him to meet out his necessities through prisoners' canteen or to a person whom he desires so. At the time of release the prisoner may be paid an amount not more than Rs. 500 in cash and the rest amount shall be paid, as per his convenience, by money order or through a bank instrument.

(f) When the budget for incentives is not readily available, a certificate to that effect shall be given on the passbook by the Accountant. On availability of the budget the Jailor and the Accountant shall ensure the withdrawal of the same and send the incentives of the released prisoner by money order. The charges for the money order shall charged upon the prisoner's incentive.

8. The Superintendent shall cause the ledger and the passbook to be closed annually at the end of every financial year and the balance be brought forward. Such entries shall be countersigned by the Superintendent.
9. The account of incentives of a convict shall be closed three days before the date fixed for his release, so that the payments can be made to him at the time of release.
10. The Deputy Inspector General of the Range on his inspection shall see that these rules are being adhered to and record his observations.

ANNEXURE - I

Gang Book

Name of Gang ..... Month ..... Year .....

Sl.	Name	Date																													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Total																															
Name of Warder																															
Initials of Officer conducting distribution																															

ANNEXURE- III

कारागार,			फ़ोटो
A/c No. :	UT/CT No. :	Ledger No. :	
बन्दी का नाम :		पिता/पति का नाम :	

Date	Particulars	Cant. Folio	CT-85% / UT-100%						CT-15%					
			Debit		Credit		Balance		Debit		Credit		Balance	
			Rs.	Ps.	Rs.	Ps.	Rs.	Ps.	Rs.	Ps.	Rs.	Ps.	Rs.	Ps.

		Appendix Fourteen (para 2(21)) **THE UTTAR PRADESH PAYMENT OF REMUNERATION TO PRISONERS AND COMPENSATION TO VICTIMS RULES, 2005**
	1	(I) These rules may be called The Uttar Pradesh Payment of Remuneration to Prisoners and Compensation to Victims, 2005. (II) They shall come into force with effect from the date of their publication in official Gazette.
	2	In these rules, unless the context otherwise requires - (a) "Remuneration" means the monetary incentive earned by a prisoner for the labour assigned to him in prison by an officer authorized in this behalf by the Superintendent/Senior Superintendent of the prison. (b) "Common Fund" means the fund created for a prison from the deduction made under section 36-A of the Prisons Act 1894 (Act no. 9) The Prison (Uttar Pradesh

		Amendment) Act, 2002 (U.P. Act no. 16 of 2002) from the remuneration earned by convicted criminal prisoners for the purpose of giving compensation to the deserving victims. (c) "Committee" means the Committee constituted as prescribed under rules 6 of these rules. (d) "Victim" means a person against whom the offence was committed by a convicted criminal prisoner for which such prisoner is undergoing imprisonment and includes legal heirs of Victim(s).
	3	Every convicted criminal prisoner employed for labour in a prison and working satisfactorily shall be entitled to get remuneration at such rate as may be notified from time to time by the State Government.
	4	The amount of remuneration due to the prisoners in any prison, after making deductions, if any as per rule

			5, shall be deposited in a Nationalised Bank account opened for this purpose. This account shall be jointly operated by the Superintendent/Senior Superintendent of the Prison and the jailor/Senior Jailor. The Superintendent/Senior Superintendent shall maintain account of the remuneration earned by prisoners in the register in Form A appended to these rules.
	5	(I)	An amount of 15% shall be deducted out of the remuneration earned by convicted criminal prisoner and be paid to the deserving victims of the offence committed by that prisoner.
		(II)	If there is no deserving victim of the offence committed by that prisoner or victim is not willing to receive the amount referred to in sub rule (1), it shall be refunded to the convicted criminal prisoner.
		(III)	The victims of the offences shall be identified by the District magistrate

		of the District where the offence was committed. (IV) The amount shall be paid to victims subject o the satisfaction of the Committee by Money Order and expenses of the Money Order shall be borne by the convicted criminal prisoner. (V) A common fund shall be maintained in each prison. (VI) Details of remuneration earned by each prisoner and the deductions made shall be maintained in a register in form B appended to these rules.
	6	A Committee consisting of the following shall be constituted to determine the amount of compensation to be paid to any victim- 1. The District Magistrate - Chairman 2. Senior Superintendent/ Superintendent, Police - Member 3. Senior Superintendent/

		Superintendent, Jail - Member Secretary
	7	The Committee shall meet at least once in a quarter and decide cases for which inquiry report has been received.
	8	The Compensation, as decided by the Committee shall be disbursed to the victim by Money Order as given in sub rule (4) of rule 5 within 30 days from the date of determination of the amount of compensation by the Committee constituted under rule 6 of the concerned prison.

(Para 2(6))

APPENDIX- 15

Uttar Pradesh Prisoners (Attendance in Courts) Rules, 1956

Home Department (Jails)

No. 4764/XXII-841-1955

Dated Lucknow, December 28, 1955

In supersession of all the rules and orders on the subject and in exercise of the powers conferred by section 9 of the Prisoners (Attendance in Courts) Act, 1955 (Act No. 32 of 1955), the Governor, Uttar Pradesh is pleased to make the following rules:

RULES

1. These rules may be called the Uttar Pradesh Prisoners (Attendance in Courts) Rules, 1956 and shall come into force from January, 1, 1956.

2. In these rules, unless there is anything repugnant in the subject or context-

(i) the 'Act' means the Prisoners (Attendance in Courts) Act, 1955;
(ii) the 'Superintendent of Prison' means the officer in charge of prison: and
(iii) the 'State Government' means the Government of Uttar Pradesh.

3. Procedure for obtaining counter-signature of an order under section 3

Every order submitted to the district magistrate or the district judge for counter-signature under sub-section (3) of section 3 shall be accompanied by a statement under the hand of the Presiding Officer of the subordinate court of the facts which in his opinion render the order necessary and the district magistrate or the district judge, as the case may by, may, after considering such statement, countersign the order or decline to countersign it.

4. **How a declaration that a person confined in prison unfit to be removed is to be made**.-

Where the person named in any order made under section 3 appears to be unfit to be removed for reasons given in section 6, the Superintendent of Prison in which he is confined shall apply to the district magistrate within the local limits of whose jurisdiction the prison is situate, and if such magistrate by writing under his hand, declares himself to be opinion that the person named in the order is unfit to be removed for reason mentioned in section 6, the Superintendent of the Prison may abstain from carrying out the order and shall send to the court from which the orders had been issued a statement of reasons for so abstaining.

5. **How a process is to be served on a prisoner**.- When any process directed to any person confined in any prison is issued from any criminal or civil court, it may be served by exhibiting to the Superintendent of Prison the original of the process and deposing with him a copy thereof.

6. **Process served to be transmitted at prisoner's request**.- (1) Every Superintendent of Prison upon whom service is made under rules shall, as soon as may be, cause a copy of the process deposited with him to be shown and explained to the person to whom it is directed, and shall thereupon make an endorsementon the process and sign a certificate to the effect that such person asaforesaid is confined in the prison under his charge and that he has been shown and explained thecontents of the process.

(2) Such certificate as aforesaid shall be *prima facie* evidence of the service of the process, and if the person to whom the process is directed, requests that the copy shown and explained to him be sent to any other person and provides the cost of sending it by post, the Superintendent of Prison shall cause it to be so sent.

7. **Procedure for regulating the escort of prisoners to and from courts in which their attendance is required and for their custody during the period of such attendance**.- The duty of escorting prisoners to and from the court in which their attendance is required shall be performed by the Police.

8. The strength of the escort shall be as follows on ordinary occasions :

STRENGTH

Number of Prisoners .	Constables	Head constables
1 to 3 prisoners.	2	..
4 to 6 prisoners.	3	..
7 to 10 prisoners.	4	1
11 to 15 prisoners.	5	2
16 to 25 prisoners.	8	2
26 to 50 prisoners.	10	3

Provided that when under trial prisoners are excused from wearing handcuffs the strength of their escort shall be two constables for each under trial prisoners with head constables as in the scale above except for journeys made in police vans when the usual strength of escort may suffice:

Provided further that where an escort is required of notorious criminal, a special guard as may be prescribed shall be supplied.

9. In escorting prisoners by road the escort commander shall-

(1) keep all prisoners under his charge together in one compact body;

(2) place all police under his charge in order at a distance of at least five paces from the prisoners on each flank and place himself and half the force in the rear.

(3) never travel at night unless absolutely necessary and previously authorized; and

(4) regulate marches so as, if possible, to locate prisoners at night in a lock-up or in the interior of a police station or other place or security.

10. The handcuffing and fettering of convicted prisoners and under trial prisoners while traveling by rail or road shall be regulated as below:

A- Convicted Prisoners

(a) Handcuffs.-Handcuffs shall be imposed on convicted prisoners when traveling by rail or road as below:

(1) Male prisoners in the superior class, who have been sentenced to more than two years' rigorous imprisonment, shall be handcuffed.

(2) Other prisoners in the superior class, shall not be handcuffed unless the Superintendent of Police for special reasons, to be recorded in writing orders otherwise.

(3) Male prisoners in the ordinary class shall ordinarily by handcuffed.

(4) Female prisoners shall not be handcuffed unless it is essential to prevent escape, violence or suicide; where handcuffs are imposed on such prisoners, reasons therefor shall be recorded in writing by the senior police officer at headquarters:

Provided that any general or special order issued by State Government from time to time in regard to the handcuffing of any particular prisoner or class of prisoner shall be followed.

(b) *Fetter*:

(1) Convicts in the superior class who have been sentenced to not more than two years rigorous imprisonment, shall, when traveling by rail or road, wear neither fetters nor cross-bars unless the Superintendent of Police for special reasons, to be recorded in writing, requires the imposition of the either or the both. Such prisoners may be allowed to wear their own clothes in transit if they so desire.

(2) When traveling by rail or road other convicts when convicted of any of the offences specified below shall wear fetters and, if considered necessary either by the Superintendent of Jail or the Superintendent of Police, cross-bars also.

Offences punishable under sections 224, 225-B, 302, 303, 304, 307, 308, 392, to 402, Indian Penal Code.

(3) Female prisoners shall not wear fetters or cross-bars.

(4) The Superintendent of jail in applying for the Police escort shall enter in the requisition form the name, offence, sentence and classification of any convict whom he does not propose to fetter and who has been allowed to wear private clothes.

B- Undertiral Prisoners.

(1) In the case of undertrial prisoners requisitioned by the police for attendance in court or before a magistrate or under the authority of a competent magistrate for any other purpose the responsibility for deciding as to which undertrrial prisoners are to be handcuffed or fettered or both, and for seeing that the decision is carried out shall rest with police authorities:

Provided that undertrial prisoners charged with offences shown in the following Schedule shall not be handcuffed when in transit by rail or road or from or to courts there is reasonable ground for apprehending escape, violence or suicide and where possible, the orders of the Superintendent of Police or of any other senior police officer at the headquarters have been taken with the reasons for imposing handcuffs.

Provided further that all undertrial prisoners charged with offences other than those specified below, shall be handcuffed when in transit if there is reasonable ground for apprehension that handcuffs are necessary to prevent escape, violence or suicide:

Provided further that any general or special orders issued by the State Government from time to time in regard to the and cuffing of any particular prisoner or class of prisoners shall be followed.

Indian Penal Code.- Chapters V-A, VI and VIII, sections 153- A to 160 Chapter IX except sections 170 and 171, Chapters IX-A and X, Chapter XI except sections 216 A, 224, 225, 225B, and 226, Chapters XIII, XIV and XV, sections 312 to 316, 323, 334 to 338, 341 to 352, 355 to 358, 384 to 389, 403, 404. 421 to 434 , 447 and 448 , Chapters XVIII, XIX , XX , XXI and XXII, all non-cognizable offences.

Code of Criminal Procedure.- Persons against whom proceedings under section 108 are in progress.

Other Acts- All non-cognizable offences.

(2) All undertrial prisoners handcuffed shall, as far as possible, be kept separate from those not handcuffed when escorted to and from jail.

(3) In court, handcuffs of undertrials shall invariably be taken off unless the presiding officer directs otherwise.

(4) In the case of undertrial prisoners charged with murder, fetters shall not be imposed when in transit to courts at the headquarters of the district unless the prisoners concerned is also charged with some other crime of violence, or is known to be a dangerous or hardened criminal.

(5) Fetters shall not be imposed on undertial prisoners in transit, except in the case of those charged with murder or dacoity and unless there are special reasons for doing so, to be recorded in writing by the senior police officer at headquarters.

(6) Female undertrial prisoners shall not be handcuffed unless it is essential to prevent escape, violence of suicide, where handcuffs are imposed, reasons therefor shall be recorded in writing by the senior police officer at headquarters.

11. The public prosecutor shall arrange for the production of undertrial prisoners before courts on the proper dates, and for their safe escort to and from the courts. When the attendance of undertrial prisoners is required at courts he shall send to the Superintendent of Jail concerned a list of such prisoners and shall give clear directions on the list as to which prisoners are in his opinion to be handcuffed or fettered or both, and whether cross-bars are also necessary in any case. The public prosecutor shall also determine the strength of the escort with reference to the scale given in rule 8 above and with due regard to the character of the prisoners and the number of courts in which they are to be produced. The public prosecutor shall apply to the reserve inspector for the necessary number of police. Where he considers that the escort should be wholly or partly armed with muskets, he shall obtain the orders of the Superintendent of Police, or in his absence, of the senior police, officer at headquarters.

12. The public prosecutor shall furnish the escort commander with two copies of the list of prisoners in the prescribed police form No. 278 or, if possible he shall also send one copy to the Superintendent of Jail on the evening preceding the day on which the prisoners are required. The escort commander after making the search of the prisoners and satisfying himself that the directions with regard to fetters, etc. have been carried out and also personally complying with the directions with regard to handcuffs, etc. shall sign one copy of the list which shall be retained by the jail authorities concerned.

13- Form the time of the delivery of the prisoners the responsibility for their safe custody shall rest with the escort commander unit their return to the jail and endorsement by the jailor of a certificate on the list to the effect that the prisoners have returned in security to the jail or have not returned owing to good and sufficient cause. The public prosecutor shall make such additions and alterations as may be necessary in the list before the prisoners are returned to jail.

14- Prisoners whom it is necessary to handcuff shall be handcuffed before leaving the jail. The handcuffs shall not be removed except when the prisoners are before the court or confined in a place of security.

15 Convicted prisoners and undertrial prisoners in the court of magistrate in camp shall be kept at night in the lock up of a police station, if there is any such station within five miles. When they are kept at night elsewhere other than in a lock-up they shall be fastened to each other by chains which should be procured by the escort commander from the jail before departure. When prisoners in a weak state of health have to be provided with conveyance, a doli may or ordinarily be provided for such prisoners.

The escort commander in charge of the prisoners shall be responsible subject to the orders of themagistrate, for their protection from the weather and for their transport and food.

16. Prisoners shall be escorted to the courts and back again to the jail by the nearest route, but as far as possible, bazaars and crowded thoroughfares should be avoided.

17. When female prisoners are produced in courts, they shall not be sent along with the ordinary havalatguard; separate guard shall be provided.

18. Where jails are situate at a distance from courts prisoners will ordinarily be conveyed to and from courts in Government vehicles, unless it is not possible to supply such a conveyance.

Any prisoner who wants to travel in a separate conveyance and is willing to pay for himself as well as for his escort, may be permitted by the public prosecutor to do so provide suitable arrangement can conveniently be made.

19. All prisoners whose cases have been disposed of and who have to be sent back to the jail shall, as far as may be possible, be sent there without being kept waiting for others.
20. The public prosecutor shall apply to the reserve inspector for an additionalguard, if the guard in attendance is not sufficient.
21. In the case of prisoners whose testimony is required in criminal trials the charges on account of the dieting of the prisoners during their retention in the custody of the police guard, or on account of any traveling expenses incurred by the guard for their own journey or for that of the prisoners to or from the court concerned will be defrayed by the Police Department. But it shall be in the competency of any court in criminal cases to decline to summon any prisoner if the court is satisfied that his evidence is not necessary in the interest of public justice, and if the complainant or defendant applying for the said prisoner's examination before the court fails to deposit the estimated cost of conveying the prisoner to and from the court. These costs shall be calculated on the scale herein-after lade down in the case of civil suits; if of examination of the said prisoner the court is of the opinion that his evidence was not required in the interest of public justice, the deposited costs shall together with a certificate to the effect under the hand and seal of the court, be forwarded to the Superintendent of Police of the district in which the court is held, and the money shall be credited according to the instructions to be issued by the Inspector-General of Police with the sanction of the State Government.
22. **Deposits of costs**- In civil suits the court shall require any party to the suit, who may apply for the summoning of any prisoner under the Act to deposit prior to the issue of the summons, an amount sufficient to defray the estimated cost of conveyance, diet and escort of the prisoner whose testimony is required;

Provided that no costs shall be demanded from pauper judgment-debtors in jail who have applied to be declared insolvent under section 6 of the provincial insolvency Act, 1920, and whose attendance is required by a civil court at its own instance for examination under section 14 of the said Act, or when the court is satisfied that the parties that the parties to the suit are absolutely unable to pay.

Such costs shall be calculated as follows:

(a) Conveyance by rail or road	..	Actual charges as in rule 21.
(b) Diet and	..	Annas 8 per day when escorting in the plains Annas 12 when escorting in the hill tracts.

Police Escort.

Travelling and daily allowance…….	According to rules 23 and 27 of the financial Handbook, Volume III.
Pay of escort……	According to paragraph 158 of the Office Manual in which the rates are as follows : Inspectors Rs. 12 perday, Sub-Inspectors, Rs. 8/- perday,Head constables Rs. 5 per day, Constables Rs. 3 per day.

The money thus deposited shall be paid over by the court to the Superintendent of Police as provided for in rule 21.

23. The above rules shall, *mutatis mutandis* be applicable in the cases of those prisoners also who are sent for to answer charges made against them, as well as in the cases of prisoners who are sent for to give evidence in criminal trials:

Provided that in both classes of cases aforesaid the Police Department shall bear the charges of dieting the prisoners and of conveying them to and from the courts, which require their presence.

			Appendix Sixteen (Para 251) **THE UTTAR PRADESH (SUSPENSION OF SENTENCES OF PRISONERS) RULES, 2007**
	1	(1)	These rules shall be called the Uttar Pradesh (Suspension of sentence of Prisoners) Rules, 2007.
		(2)	They shall come into force with effect from the date of their publication in the Gazette.
		(3)	They shall extend to the whole of Uttar Pradesh.
		(4)	These rules shall apply to the prisoners convicted by the courts in Uttar Pradesh for the offence to which the executive power of the State extends whether confined in Jail within the State of Uttar Pradesh or outside the State but do not apply to, (a) The prisoners convicted for an offence to which the executive power of the States does not extend. (b) The prisoners who have filed any appeal or revision in any court against sentence, during pendency thereof. (c) The prisoners against whom any other criminal case is pending before any court. (d) The prisoners convicted for an offence for which suspension of sentence is not admissible in any law.
	2	(i)	In these rules, unless the content otherwise require, "Commissioner" means Divisional Commissioner;
		(ii)	"Governor" means the Governor of Uttar Pradesh;
		(iii)	"Government" means the State Government of Uttar Pradesh;
		(iv)	"State" means the State of the Uttar Pradesh;
		(v)	"Form" means form operated to these rules.
`	3	(1)	The Government may suspend the sentences of a prisoner up to one month on following grounds - (a) illness of prisoner's parents, husband or wife, son, daughter, brother or sister, or (b) death of any one of the relative mentioned in sub clause (a), (c) Marriage of son, daughter, brother or sister, (d) for sowing or harvesting of agricultural crops on his own land provided no other alternative arrangement for the same is available, (e) for the essential repair of his house provided no other arrangement for the same is available.
		(2)	The Government may in special circumstances extend the period of suspension of sentence referred to in sub rules (1) for a period not exceeding one month.

	4	(1)	The period of suspension of a sentence of a prisoner beyond two months may in exceptional circumstances, be increased with prior approval of the Governor.
		(2)	the total period of suspension of sentence of a prisoner may ordinarily not exceed twelve months, but in exceptional circumstances the period of suspension of sentences of a prisoner may exceed twelve months with prior approval of the Governor.
	5	(1)	The application for suspension of sentence may be submitted in prescribed Form-I by the prisoner himself or by a member of the family or a close relative of the prisoner in duplicate through the Superintendent of the Jail concerned, who shall forward one copy of it along with his comments and Jail reports in Form-II to the Government and another copy to the District Magistrate concerned.
		(2)	The Government may call for the report from the District Magistrate and Superintendent of Police concerned on the desirability of the suspensions of the sentence of the prisoner, who after conducting such enquiry as deemed necessary shall submit their report in Form-III within 30 days to the Government. In appropriate cases government may call for the opinion under sub-section (2) of section 432 of the Code of Criminal Procedure, 1973.
		(3)	The Government shall call for report from the Superintendent of the Jail concerned regarding age, condition of health, sentence and conduct of the prisoner in Jail.
		(4)	No prisoner shall be released on suspension of a sentence unless he furnishes sureties along with personal bond to the satisfaction of the District magistrate to the effect that he shall surrender in Jail concerned on expiry of the period of suspension of sentence and shall maintain peace and good conduct during the period of suspension of sentence.
	6	(1)	Suspension of sentence shall not be granted to the prisoner convicted for life imprisonment for an offence of murder unless the prisoner has served minimum three years' sentence without remission, and for those convicted for an offence of a dacoity, served minimum four years sentence without remission. In all other cases suspension of sentence shall not be granted unless the prisoner has served minimum one year sentence without remission.
		(2)	Suspension of sentence may not be granted to a prisoner convicted for heinous crime or to a habitual offender if the District Magistrate or Superintendent of Police is of the opinion that the release of the prisoner may adversely affect peace and tranquility of the area.
		(3)	The period of suspension of sentence shall not count towards the period of sentence served.
		(4)	The sentence of a prisoner may be suspended for not more than once in a calendar year. Provided that in exceptional circumstances such as death of prisoners parents, Husband or wife, son, daughter, brother or sister or marriage of a prisoner's son, daughter, brother or sister or in natural calamities. The sentence of prisoner may be suspended for the second time in a calendar year.

	7	(1) The Superintendent of Jail shall inform to the District Magistrate of concerned district and the Director General/Inspector General of Prisons about the over stay and unauthorized absence of a prisoner from the Jail after expiry of the period of suspension of the sentence and request the District Magistrate and Superintendent of Police concerned to cause the arrest of the said prisoner. (2) Any prisoner whose sentence has been suspended for a specified period- (a) If surrenders in Jail after upto seven days the indiscipline shall be recorded in his jail roll. (b) If surrenders after upto twenty nine days the indiscipline shall be recorded in his roll and suspension of sentence shall not be granted to him until expiry of six months after one year from the date of surrender to the jail. (c) if surrenders after one month, indiscipline shall be recorded in his roll and suspension of sentence shall not be granted to him unless until of one year from the date of surrender to the jail. (d) if surrenders after two months, indiscipline shall be recorded in his roll and suspension of sentence shall not be granted to him until expiry of one and a half year after one year from the date of surrender to the jail. (e) if surrenders after more than two months indiscipline shall be recorded in his roll and suspension of sentence shall not be granted to him until expiry of six months for each month's delay after one year from the date of surrender to the jail. (f) if overstays for more than twelve months, suspension of sentence of such prisoner shall not ordinarily be granted. (g) if the suspension of sentence has been obtained by furnished wrong and misleading facts, no suspension of sentence shall be granted to such prisoner in future.
		In pursuance of the provisions of clause (3) of Article 348 of the Constitution, the Governor is pleased to order the publication of the following English translation of notification no- 104 JL/22-3-2013-21G/1989, January 29, 2013. No- 104 JL/22-3-2013-21G/1989, Dated Lucknow, January 29, 2013. In exercise of the powers conferred by sub-Section (5) of Section 432 of the Code of Criminal Procedure, 1973 (Act no. 2 of 1974) read with Section 21 of the General Clauses Act, 1897 (Act no.10 of 1897) the Governor is pleased to make the following rules with view to amending the Uttar Pradesh (Suspension of Sentences of Prisoners) Rules' 2007:- THE UTTAR PRADESH (SUSPENSION OF SENTENCES OF PRISONERS) (FIRST AMENDMENT) RULES, 2012.

1.Short title and commencement- (1) These rules may be called THE UTTAR PRADESH (SUSPENSION OF SENTENCES OF PRISONERS) (FIRST AMENDMENT) RULES, 2012.

(2) They Shall come into force with effect from the date of their publication in the Gazette.

mendment of Rule -3- In the Uttar Pradesh (Suspension of Sentences of Prisoners) Rules, 2007 for rule -3 Set out in column-I below, the rule as Set out in column-II below shall be substituted, namely:-

Column-I		Column-II	
Existing rules		Rules as hereby substituted	
3.(1)	The Government may suspend the sentences of a prisoners up to one month on the following grounds:-	3.(1)	The Government may suspend the sentences of a prisoners up to one month on the following grounds:-
(a)	Illness of prisoner's parents, husband or wife, son, daughter, brother or sister, or	(a)	Illness of prisoner's parent, husband or wife, son, daughter, brother or sister, or
(b)	Death of any one of the relative mentioned in sub-clause (a), or	(b)	Death of any one of the relative mentioned in sub-clause (a), or
(c)	Marriage of son, daughter, brother or sister	(c)	Marriage of son, daughter, brother or sister
(d)	For sowing or harvesting of agricultural	(d)	For sowing or harvesting of

	crops on his own land provided no other alternative arrangement for the same is available.		agricultural crops on his own land provided no other alternative arrangement for the same is available.
(e)	For the essential repair of his house provided no other alternative arrangement for the same is available.	(e)	For the essential repair of his house provided no other alternative arrangement for the same is available.
(2)	The Government may in special circumstances extend the period of suspension of sentence referred to in sub-rule (1) for a period not exceeding one month.	(2)	The Government may in special circumstances extend the period of suspension of sentence referred to in sub-rule (1) for a period not exceeding one month.
		(3)	The District Magistrate of the district to which prisoner belongs may suspend the sentence of a prisoner up to 72 hours on the following grounds:-
		(a)	Death of mother, father, husband or wife, son, daughter, brother or sister.
		(b)	Marriage of son, daughter, brother or sister.

BY order,

RAKESH,

Sachiv.

Home, prisons.

Appendix Seventeen

Copy of Grih Vibhag (Karagar) G.O. No. 4815/XXII-1714(38)/1947 dated November 18, 1959 to the Pradhan Karagar Nirikshak, Uttar Pradesh.

Subject:- Panchayat System in Jails.

With reference to your letter No. 68659/GSI(1) dated Oct., 7, 1959, I am directed to say that as recommended by you, the Governor has been pleased to order that the Panchayat system may be extended to all the jails in the State.

RULES FOR THE WORKING OF PANCHAYATS IN JAILS.

Short Title.

1. These Rules shall be called as "Rules for panchayat system in Jails".

Definitions.

2. In these Rules unless there is anything repugnant in the subject or context:-

Government- means the Government of Uttar Pradesh,
Inspector General- means the Inspector General of Prisons, Uttar Pradesh,
Jail- means a prison as defined in section 3 of the prisons Act, 1894 (Act No. IX of 1984),
Panchayat- means a Panchayat in a jail,
Prisoner- means a person confined in jail,
Superintendent- means superintendent of a jail.

Aims & Objects :-

3. The aims and objects of the panchayat are:-

(a) to train prisoners in the practice of democracy;
(b) to help the jail authorities in the maintenance of discipline among prisoners inside the jail; and
(c) to look after the welfare activities of prisoners such as sanitation, fooding, recreation, etc.
(d) to manage library under the supervision of jail officials.

Panchayats for separate classes of prisoners.

4. There shall be at least one Panchayat in every jail.

Provided that where a jail has more than one circle, there shall be one Panchayat in every circle.

Provided further that where different classes of prisoners as given in section 27 of the Prisons Act, 1894 (Act IX of 1894) are confined in the same jail, separate Panchayat shall be formed for each class of prisoners, but where the number of a particular class of prisoners is not sufficiently large, the Superintendent may not allow the Panchayat to be formed for that class.

Name of members.

5. (i) Every Panchayat shall consist of five members, called "Panches", to be elected by and from amongst the prisoners of the circle or the class to which they belong. The Panches shall attend and participate in the work and meetings of the respective Panchayat.

(ii) The status of Panches shall be that of ordinary prisoners in all matters of jail discipline, rules and regulations and they shall obey every lawful order issued by an office of the jail or a convict officer.

Sarpanch-

6. The Panches shall elect a "Sarpanch" from amongst themselves. The Sarpanch shall preside over the meetings of the Panchayat and shall sign the proceedings of the panchayat. He shall be respondible for maintaining order and discipline during the Panchayat meeting.

Term of Panchayat.

7. The term of Panchayat shall be for one calendar year starting from the first day of January and ending on the last day of December. The election of the Panches shall be held once every year in the month of December on the dates fixed by the Superintendent.

Provided that if a vacancy occurs at any time other than the time of general elections, the Superintendent shall arrange the vacancy to be filled by a bye election within a period of one month.

Provided further that if the circumstances so demand, the Superintendent with the previous sanction of the Inspector General may extend the term of a Panchayat or Panchayats in his jail for such period as the Inspector General may allow.

Mode of election of Panches and Srpanches.

8. The election of Panches and Sarpanch shall be direct by show of hands and shall be conducted by the Superintendent or in his absence by the the Jailor in-charge.

The decision of the Superintendent in all matters arising out of the Superintendent in all matters arising out of the election of Panches and Serpanches shall be final.

Prisoners ineligible for election.

9. The following categories of prisoners shall not be eligible for election as Panches:-

(1) Security Prisoners,
(2) Civil Prisoners,
(3) Prisoners confined for terrorist activities,
(4) Prisoners under sentence of death,
(5) Those who are to be released within six months of the election,
(6) Those who are to be associated with political parties outside,
(7) Those whose conduct in jail has not been satisfactory,
(8) Those who are of unsound mind.

Sitting member.

10. An outgoing Panch may seek re-election if otherwise eligible.

Meeting of Panchayats.

11. Every Pachayat shall meet once in a month. The date of monthly meetings of the Panchayat shall be fixed by the Sarpanch with the prior approval of the Superintendent. The Superintendent may call upon a Pnachayat to hold additional meetings at any time during the month and thereupon the Panchayat shall hold a meeting. The proceedings of every sitting shall be reduced to writing. For this purpose the Superintendent shall depute a suitable jail officer to attend a Panchayat meeting as an observer.

Duties of the Panchayat.

12. The Panchayat Shall consider and record its opinion on all matters referred to it by the Superintendent.

Matters to be referred to Panchayats.

13. The Superintendent shall refer to the Panchayat for advice,

(1) All cases of minor disputes among the prisoners.

(2) All cases of minor prison offences in which he is authorized to award punishment.

Superintendent to give weight to Panchayat's advice Superintentdent to give weight to Panchayat's advice in matters of punishments.

14. In awarding punishment, the Superintendent shall give due weight to, but shall not be bound by, the advice of the Panchayat.

Other matters to be referred to Panchayats.

15. The Superintendent shall, ordinarily consult the Panchayat on all matters relating to the welfare activities of the prisoners and in particular on such matters as

(i) Arrangements for proper sanitation in jails.

(ii) Distribution of fooding, clothing's and other articles to prisoners, and,

(iii) Organizing games for and arranging other recreational activities of prisoners.

Yearly report to Inspector General.

16. The Superintendent shall furnish to the Inspector General by the end of January each year, a report on the working of the Panchayat in his jail during the preceding year.

Yearly report to Government.

17. The Inspector General shall furnish to Government by the end of March following a consolidated report on the working of the Panchayat in all the jails in Uttar Pradesh.

Powers of Inspector General to withhold Panchayat system and make variations in rules relating to a particular jail.

18. (i) The Inspector General may withhold the operation of Panchayat system in any jail or circle of a jail for such period as he may consider necessary.

(ii) The Inspector General may, with the sanction of Government, make such variations in the rules relating to a particular jail as may be required by the special conditions prevailing in that jail.

Sd/- Anup Singh
Upa Sachiv,
Uttar Pradesh Shasan.

संख्या-103/2022/1275/22-4-2022-80(2)/2000-तद्दिनांक-

अधिसूचना की हिन्दी प्रति सहित निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

(1) गृह सचिव, भारत सरकार, नॉर्थ ब्लाक, नई दिल्ली।

(2) पुलिस महानिदेशक/महानिरीक्षक कारागार प्रशासन एवं सुधार सेवायें, उ0प्र0, लखनऊ।

(3) पुलिस महानिदेशक, उत्तर प्रदेश, लखनऊ।

(4) समस्त मण्डलायुक्त, उत्तर प्रदेश।

(5) समस्त जिलाधिकारी, उत्तर प्रदेश।

(6) समस्त उप महानिरीक्षक, कारागार प्रशासन एवं सुधार सेवायें, उत्तर प्रदेश।

(7) समस्त वरिष्ठ अधीक्षक/अधीक्षक,कारागार, उत्तर प्रदेश।

(8) समस्त वरिष्ठ पुलिस अधीक्षक/पुलिस अधीक्षक, उत्तर प्रदेश।

(9) संयुक्त निदेशक, राजकीय मुद्रणालय, ऐशबाग, लखनऊ को इस निर्देश के साथ प्रेषित कि वह कृपया प्रश्नगत अधिसूचना को असाधारण गजट में प्रकाशित कराने का कष्ट करें तथा प्रकाशित अधिसूचना की 500 गजट की प्रतियां शासन को उपलब्ध कराना सुनिश्चित करें।

(10) निजी सचिव, मा0 राज्यमंत्री (स्वतंत्र प्रभार) कारागार विभाग को मा0 मंत्री जी को सूचनार्थ।

(11) निजी सचिव, मा0 राज्यमंत्री, कारागार विभाग को मा0 मंत्री जी को सूचनार्थ।

(12) निजी सचिव, मुख्य सचिव को मुख्य सचिव, उत्तर प्रदेश शासन के सूचनार्थ।

(13) गार्ड फाइल।

आज्ञा से,

अवनीश कुमार अवस्थी
अपर मुख्य सचिव।

उत्तर प्रदेश कारागार नियम संग्रह (मैनुअल)

2022

अध्याय सूची

अध्याय	विषय	पृष्ठ संख्या
अध्याय–1	परिचय	4
अध्याय–2	परिभाषायें	5
अध्याय–3	जेलों का वर्गीकरण	8
अध्याय–4	कैदियों के विभिन्न वर्गों के लि जेलों का आरक्षण	10
अध्याय–5	कैदियों का प्रवेश	12
अध्याय–6	बंदियों की सम्पत्ति	29
अध्याय–7	याचिकाओं और अपीलें	31
अध्याय–8	बंदियों की मुक्ति	36
अध्याय–9	बंदियों का स्थानान्तरण और सं प्रत्यावर्तन	44
अध्याय–10	परिहार व्यवस्था और समयपूर्व मुक्ति	50
अध्याय–11	बंदी अधिकारी	63
अध्याय–12	पुनरीक्षण बोर्ड	68
अध्याय–13	परिवीक्षा, पैरोल और गृह अवकाश पर मुक्ति	72
अध्याय–14	बंदियों का वर्गीकरण और पृथक्करण	76
अध्याय–15	उच्चतर श्रेणी के सिद्धदोषी	81
अध्याय–16	सामान्य कारावास के सिद्धदोषी	84
अध्याय–17	अल्पवय वयस्क बंदी	86
अध्याय–18	महिला बंदी और बच्चे	89
अध्याय–19	मृत्यु दण्डादेश के अधीन सिद्धदोष कैदी	96
अध्याय–20	विचाराधीन बंदी	105
अध्याय–21	सिविल बंदी	116
अध्याय–22	मानसिक रूप से बीमार बंदी	120
अध्याय–23	आहार	125
अध्याय–24	वस्त्र एवं उपस्कर	131
अध्याय–25	स्वच्छता और महामारी	135
अध्याय–26	दुर्घटनायें, मृत्यु व मृतकों का अन्तिम संस्कार	141
अध्याय–27	विजिटर	145
अध्याय–28	संवाद मुलाकात और पत्र व्यवहार	152
अध्याय–29	सुधारात्मक प्रभाव	158
अध्याय–30	अनुशासन और रात्रि पहरा	163

अध्याय–31	हथकड़ी और बेड़ियॉ	172
अध्याय–32	अपराध व दण्ड	173
अध्याय–33	पलायन और जेल तोड़ना	179
अध्याय–34	सेल के कैदी	184
अध्याय–35	उच्च सुरक्षा में कैदी	185
अध्याय–36	जेल उद्योग और श्रम	188
अध्याय–37	जेल उद्यान और पशु	195
अध्याय–38	महानिदेशक कारागार और मुख्यालय संगठन	199
अध्याय–39	जिला मजिस्ट्रेट	203
अध्याय–40	स्थापना (अधिष्ठान)	204
अध्याय–41	अधीक्षक	210
अध्याय–42	चिकित्सा अधीक्षक, चिकित्सा अधिकारी और पैरा मेडिकल स्टाफ	216
अध्याय–43	जेल अधिकारी	228
अध्याय–44	प्रतिभूति जमा	235
अध्याय–45	जेलर	237
अध्याय–46	डिप्टी जेलर	242
अध्याय–47	अन्तर्कारा ड्यूटी पर वार्डर	243
अध्याय–48	चाभियॉ और द्वारपाल	246
अध्याय–49	महिला हेड वार्डर एवं महिला वार्डर	251
अध्याय–50	वाह्य ड्यूटी पर वार्डर	253
अध्याय–51	ड्रिल, अस्त्र–शस्त्र एवं एम्युनिशन	257
अध्याय–52	यूनीफार्म	262
अध्याय–53	सामग्रियों की खरीद एवं भण्डारण	270
अध्याय–54	कार्य	274
अध्याय–55	लेखा	277
अध्याय–56	रजिस्टरों, पत्र व्यवहार, विवरण एवं प्रपत्र	283
अध्याय–57	कर्मचारी विकास	292
अध्याय–58	स्टाफ की ड्यूटियॉ	297
अध्याय–59	प्रिजन्स के लिए बोर्ड–नीति एवं विकास	302

परिशिष्टों की सूची ए बी सी डी एवं 1 से 17 तक–

उत्तर प्रदेश शासन
कारागार प्रशासन एवं सुधार अनुभाग–4
संख्या– 103 / 2022 / 1275 / 22–4–2022–80(2) / 2000
लखनऊ : दिनांक 17.08.2022

अधिसूचना

कारागार अधिनियम, 1894 (अधिनियम संख्या 9 सन् 1894) की धारा 59 के अधीन शक्तियों का प्रयोग करके और विद्यमान उत्तर प्रदेश कारागार मैनुअल तथा इस विषय पर अन्य नियमावलियों एवं किन्ही विद्यमान असंगत या प्रतिकूल नियमों, शासनादेशों, निर्देशों या अधिसूचनाओं, जो कारागार प्रशासन तथा प्रबंधन हेतु जारी किये गये हैं, और अन्य आनुषंगिक मामलों का अधिक्रमण करके राज्यपाल उत्तर प्रदेश में कारागारों तथा उनकी संबन्धित संस्थाओं के प्रशासन और प्रबंधन के लिये निम्नलिखित मैनुअल बनाती हैं:–

उत्तर प्रदेश कारागार मैनुअल, 2022

अध्याय–1

प्रारम्भिक

संक्षिप्त नाम, विस्तार और प्रारम्भ 1– (1) यह मैनुअल उत्तर प्रदेश कारागार मैनुअल, 2022 कहा जायेगा।

(2) इसका विस्तार सम्पूर्ण उत्तर प्रदेश में होगा और यह उत्तर प्रदेश में समस्त कारागारों और तत्सम्बन्धी संस्थाओं, बन्दियों और कार्मिकों पर लागू होगा।

(3) यह गजट में प्रकाशित किये जाने के दिनांक से प्रवृत्त होगा।

अध्याय–2

परिभाषायें

परिभाषायें 2– जब तक विषय या संदर्भ से प्रतिकूल न हो, इस मैनुअल में,

(क) ''अधिनियम'' का तात्पर्य कारागार अधिनियम, 1894 (अधिनियम संख्या–9, सन् 1894) से है;

(ख) ''वयस्क बंदी'' का तात्पर्य ऐसे बंदी से है जिसने 21 वर्ष की आयु प्राप्त कर ली हो;

(ग) ''आकस्मिक अपराधी'' का तात्पर्य ऐसे बंदी से है जिसने पहली बार अपराध किया हो और इस कारण से अपराध न किया हो कि वह आपराधिक प्रवृत्ति का है वरन् अपने परिवेश, शारीरिक विकलांगता या मानसिक दौर्बल्य के कारण किया हो। दण्ड प्रक्रिया संहिता, 1973 की धारा 122 के अधीन कारागार में सुपुर्द किये गये या कारागार में निरुद्ध किये गये बंदी के मामले में ''प्रथम अपराधी'' पद का तात्पर्य ऐसे बंदी से होगा जिसे पहली बार कारागार में सुपुर्द किया गया हो अथवा उसमें निरुद्ध किया गया हो;

(घ) ''सिविल बंदी'' का तात्पर्य ऐसे बंदी से है जो आपराधिक बंदी नहीं है;

(ङ) ''परिरोध'' का तात्पर्य किसी कारागार में परिरोध से है और इसमें निवारक निरोध के लिये उपबंधित किसी विधि के अधीन निरुद्ध करना भी है;

(च) ''नजरबंदी कारागार'' का तात्पर्य किसी विशिष्ट श्रेणी के कैदियों के लिये कारागार विनिर्देश से है;

(छ) ''सिद्धदोष कैदी या बंदी'' का तात्पर्य आपराधिक अधिकारिता का प्रयोग करने वाले किसी न्यायालय के दण्डादेश या सेना न्यायालय के अधीन किसी कैदी से है और इसमें दण्ड प्रक्रिया संहिता, 1973 के अध्याय आठ या बंदी अधिनियम, 1900 के उपबंधो के अधीन निरुद्ध कोई व्यक्ति सम्मिलित है। इसमें ऐसा बंदी भी सम्मिलित है जो किसी अन्य मामले में विचारणाधीन है;

(ज) ''सिद्धदोष बंदी'' का तात्पर्य ऐसे बंदी से है जिसके मृत्यु दण्डादेश की पुष्टि हो गयी है;

(झ) ''सुधारात्मक प्रशासन'' सेवा के प्रशासन का लक्ष्य कैदियों का सुधार और पुनर्वास है;

(ञ) ''न्यायालय'' का तात्पर्य किसी प्रवृत्त विधि द्वारा स्थापित किसी न्यायालय से है और इसमें ऐसे अधिकारी या प्राधिकारी भी

सम्मिलित हैं जिनमें प्रवृत्त विधि के अधीन सिविल, निवारक या आपराधिक अधिकारिता, निहित है;

(ट) ''आपराधिक बंदी'' का तात्पर्य दाण्डिक अधिकारिता का प्रयोग करने वाले किसी न्यायालय या प्राधिकरण के रिट, वारंट या आदेश के अधीन अथवा सेना न्यायालय के आदेश के द्वारा सम्यक रूप से अभिरक्षा के लिये सुपुर्द किये गये किसी बंदी से है;

(ठ) ''नजरबंद'' का तात्पर्य निवारक निरोध का उपबंध करने वाली किसी विधि के अधीन निर्गत वारंट, रिट या आदेश द्वारा कारागार में निरुद्ध किसी व्यक्ति अथवा विचारण का अवसर दिये बिना तत्समय प्रवृत्त किसी विधि के अधीन निरुद्ध किसी व्यक्ति से है;

(ड) ''जरा–चिकित्सा बंदी'' का तात्पर्य किसी ऐसे बंदी से जो 60 वर्ष या उससे अधिक आयु का है और स्वतंत्र रूप से अपने दैनिक कार्यों को करने में चिकित्सीय रूप से असमर्थ है;

(ढ) ''आभ्यासिक अपराधी'' का तात्पर्य किसी ऐसे बंदी से है जिसे आकस्मिक अपराधी के रूप में वर्गीकृत न किया गया हो;

(ण) ''अत्यधिक जोखिम वाला बंदी'' का तात्पर्य ऐसे बंदी से है जिसकी हिंसा, निकल भागने, स्वयं को क्षति पहुंचाने, उपद्रवी आचरण के प्रति अत्यधिक प्रवृत्ति हो जिससे कारागार में अशांति फैलने या शांति व्यवस्था या राज्य की सुरक्षा को खतरा हो। इसमें ऐसे बंदी सम्मिलित हैं जिनमें बार–बार आत्महत्या की प्रवृत्ति हो और ऐसे बंदी जो द्रव्य सम्बन्धी और व्यसनपूर्ण विकार से पीड़ित हों, बार–बार हिंसक आचरण से पीड़ित हों, ऐसे बंदी जो स्वयं या दूसरों के जीवन के लिये अत्यधिक खतरा हों;

(त) ''इतिवृत्त पत्रक'' का तात्पर्य उस पत्रक से है जिसमें ऐसी जानकारी प्रदर्शित हो जो अधिनियम या तद्धीन बनायी गयी नियमावली द्वारा प्रत्येक बंदी के सम्बन्ध में अपेक्षित हो;

(थ) ''दुर्बल गैंग'' का तात्पर्य ऐसे बंदी से है जो विशेष रूप से आयु या रूग्णता के कारण शारीरिक या मानसिक रूप से मजबूत न हो;

(द) ''जेलर'' का तात्पर्य कारागार अधिनियम, 1894 में यथापरिभाषित कारागार के अधिकारी से है;

(ध) ''मैनुअल'' का तात्पर्य उत्तर प्रदेश कारागार मैनुअल, 2022 से है;

(न) ''चिकित्सा अधीक्षक'' का तात्पर्य कारागार के ज्येष्ठतम चिकित्सा अधिकारी से है;

(प) ''पेशेवर अपराधी'' का तात्पर्य भारतीय दण्ड संहिता, 1860 के अध्याय बारह, सोलह, सत्रह और 18 के अधीन दण्डनीय किसी अपराध के लिये दोषसिद्ध किसी व्यक्ति से है;

(फ) ''कारागार'' का तात्पर्य कारागार अधिनियम, 1894 में यथा परिभाषित स्थान से है;

(ब) ''अधीक्षक'' का तात्पर्य कारागार का प्रभारी बनाये जाने और कारागार अधिनियम, 1894 और तद्धीन बनाये नियमों में उपबंधित कृत्यों के निष्पादन के लिये राज्य सरकार द्वारा नियुक्त किसी अधिकारी से है। अधीक्षक में वरिष्ठ अधीक्षक सम्मिलित है;

(भ) ''राज्य'' का तात्पर्य उत्तर प्रदेश राज्य से है;

(म) ''अपरिपक्व वयस्क बंदी'' का तात्पर्य ऐसे बंदी से है जो 18 वर्ष का हो चुका है और 21 वर्ष की आयु से कम हो;

इस मैनुअल में प्रयुक्त शब्दों और पदों, जो परिभाषित नहीं है, के वही अर्थ होंगे जैसे कारागार अधिनियम, 1894 (अधिनियम संख्या नौ, सन् 1894) में उनके लिये समनुदेशित हैं।

अध्याय–3

जेलों का वर्गीकरण

जेलों की श्रेणियां 3– उत्तर प्रदेश में जेलों को निम्नवत वर्गीकृत किया गया हैः–

(क) केन्द्रीय कारागार;

(ख) जिला जेल;

(ग) उप जेल;और

(घ) विशिष्ट जेल संस्थाएं :

(एक) अर्द्ध अनाच्छादित कारागार ''आदर्श कारागार'', लखनऊ

(दो) अनाच्छादित परिसर/कालोनी

(तीन) महिला केन्द्रीय कारागार

(चार) अपरिपक्व वयस्क केन्द्रीय कारागार

(पांच) अत्यधिक जोखिम अथवा पेशेवर अथवा आभ्यासिक बंदियों के लिये उच्च सुरक्षा कारागारः

क) जिला जेल, लखनऊ

ख) जिला जेल, चित्रकूट

ग) जिला जेल, गौतमबुद्ध नगर

घ) जिला जेल, आजमगढ़

ङ) जिला जेल, ललितपुर

च) जिला जेल, बरेली–2

केन्द्रीय कारागार 4– केन्द्रीय कारागारों में साधारणतया लम्बी अवधि के सिद्धदोष बंदियों को रखने की व्यवस्था होती है। कुल 7 केन्द्रीय कारागार हैं जो आगरा, नैनी (प्रयागराज), बरेली–1, बरेली–2, वाराणसी, फतेहगढ़ और इटावा जिला में स्थित है।

जिला जेल 5– जिला जेलों की चार श्रेणियां हैंः

(क) श्रेणी 'क'–इसमें साधारणतया 2000 से अधिक कैदियों के रहने की व्यवस्था होती है;

(ख) श्रेणी 'ख'–इसमें साधारणतया 1501 से 2000 तक कैदियों के रहने की व्यवस्था होती है;

(ग) श्रेणी 'ग'–इसमें साधारणतया 1001 से 1500 तक कैदियों के रहने की व्यवस्था होती है; और

(घ) श्रेणी 'घ'–इसमें साधारणतया 1000 तक कैदियों के रहने की व्यवस्था होती है।

जिला जेलों की सूची परिशिष्ट–1 में दी गयी है।

उप जेल 6– ये जेल निम्नलिखित स्थानों पर हैंः–

(एक) देवबन्द, जिला सहारनपुर,

(दो) महोबा, जिला महोबा,

विशिष्ट संस्थान	जेल 7–	चार ऐसे संस्थान हैं जो निम्नवत हैंः–
		एक– अर्द्ध आच्छादित कारागार आदर्श कारागार, लखनऊ (परिशिष्ट–चार)।
		दो– नारी बंदी निकेतन, लखनऊ।
		तीन– किशोर सदन, बरेली।
		चार– अत्यधिक सुरक्षा जेल, ललितपुर।

अध्याय–4

कैदियों के विभिन्न वर्गों के लिये जेलों का आरक्षण

केन्द्रीय जेलों और जिला जेलों में रखे जाने वाले सिद्धदोषियों की श्रेणियां

8– केन्द्रीय जेल, विभिन्न श्रेणियों के जिला जेलों और विशिष्ट जेल संस्थानों में साधारणतया रखे जाने वाले सिद्धदोषियों की श्रेणियों को निम्नवत विनिर्दिष्ट किया गया है:–

(एक) केन्द्रीय जेल–आजीवन कारावास या 7 वर्ष से अधिक अवधि के कारावास से दण्डित वयस्क बंदी

(दो) जिला जेल–सात वर्ष से अनधिक अवधि के कारावास से दण्डित बंदी

(तीन) विशिष्ट जेल संस्थान इस विशिष्ट संस्था हेतु बनाये गये नियमों के अधीन चयनित दोषसिद्ध बंदी।

विचारणाधीन बंदी, सिविल बंदी तथा साधारण कारावास से दण्डित बंदी

9– विचारणाधीन बंदी, सिविल बंदी तथा साधारण कारावास से दण्डित बंदी को साधारणतया उन जिलों के जिला जेलों में रखा जाएगा जहां ऐसे कैदियों का विचारण किया जाता है या कारावास के सुपुर्द किया जाता है।

महिला बंदी

10– (क) महिला बंदी साधारणतया उन जिलों की जिला जेल में रखी जायेंगी जहां उनका विचारण किया जाना हो या जहां वे सुपुर्द की गयी हों। पांच वर्ष या इससे अधिक के लिये दण्डित सभी सिद्धदोष महिला बंदियों को महिलाओं के केन्द्रीय कारागार में या नारी बंदी निकेतन, लखनऊ में स्थानान्तरित किया जायेगा।

(ख) आदर्श कारागार के सिद्धदोषियों के लिये घर जाने के नियम, यथा आवश्यक परिवर्तनों सहित महिलाओं के केन्द्रीय कारागार में निरुद्ध सिद्धदोषियों पर लागू होंगे।

मानसिक बुद्धिभ्रंश से ग्रसित बंदियों को जेल में रखना

11– मानसिक बुद्धिभ्रंश से प्रामाणिक रूप से पीड़ित बंदियों को मानसिक स्वास्थ्य देखभाल अधिनियम, 2017 (अधिनियम संख्या 10, सन् 2017) के उपबंधों के अनुसार मानसिक अस्पतालों में यथाशीघ्र स्थानान्तरित कर दिया जायेगा।

विशेष श्रेणियों के बंदियों के लिए आरक्षित कतिपय जेल

12– विभिन्न श्रेणियों के बंदियों के लिये आरक्षित कतिपय जेल निम्नवत हैं:–

(1) मृत्युदण्ड से सिद्धदोष बंदी : आगरा, मेरठ, सहारनपुर, सीतापुर और केन्द्रीय कारागार नैनी (प्रयागराज) की जिला जेलें।

(2) ऐसे सिद्धदोषियों को, जो दोषसिद्ध होने से पहले पुलिस या

जेल विभाग के कार्मिक थे,उन जिलों जिनमें वे सेवारत थे, से भिन्न जिलों में निरुद्ध किया जा सकेगा। जेल का निर्णय परिक्षेत्र के उप महानिरीक्षक द्वारा लिया जायेगा। यदि ऐसे बंदी को परिक्षेत्र से बाहर के जेल में स्थानान्तरित किया जाना है तो इसका निर्णय महानिरीक्षक (कारागार) द्वारा लिया जायेगा।

विशेष परिसरों को जेल के रूप में स्थानान्तरित करने की शक्ति

13— राज्य सरकार, जब कभी भी उसका यह समाधान हो जाय कि कारागार अधिनियम, 1894 और तद्धीन बनाये गये नियमों के उपबंधों को किसी समनुषंगी जेल या दण्ड प्रक्रिया संहिता, 1973 की धारा 417 के अधीन बंदियों को रखने के लिये नियत किसी विशेष स्थान के लिये तथा उसमें कार्यरत अधिकारियों और वहां रखे गये बंदियों के लिये प्रसार करना आवश्यक है तो अधिसूचना द्वारा पूर्वोक्त अधिनियम या तद्धीन बनाये गये सभी या किन्हीं उपबंधों का, ऐसे समनुषंगी जेल या बंदियों को रखने के स्थान के लिए और उसमें नियोजित अधिकारियों और बंदियों के लिये प्रसार कर सकती है।

अध्याय–5

कैदियों का प्रवेश

सांविधिक उपबंध

14– बंदियों को प्रवेश देने, रिहा करने और एक कारागार से दूसरे में हटाने से सम्बन्धित अधिनियम की धारा 24 से 26 में दिये गये उपबंधो का सावधानी पूर्वक अनुपालन अवश्य किया जाना चाहिये।

प्रत्येक बंदी के साथ वारंट आदि का होना

15– अधीक्षक या जेलर किसी न्यायालय या मजिस्ट्रेट द्वारा उसकी अभिरक्षा में सुपुर्द किये गये सभी बंदियों को किसी रिट, वारंट या आदेश, जिसके द्वारा ऐसा बंदी सुपुर्द किया गया हो, में दिये गये निदेशों के अनुसार अपने अधिकार में लेगा और निरुद्ध रखेगा। बंदी के साथ कोई समुचित वारंट या आदेश यदि नहीं है तो अधीक्षक या जेलर उस प्राधिकारी को, जिसने बंदी को भेजाहै, आवश्यक आदेश और अन्य दस्तावेज के लिये आवदेन करेगा और बंदी को तब तक निरुद्ध रखेगा जब तक कि प्राधिकृत न्यायालय या मजिस्ट्रेट द्वारा हस्ताक्षरित समुचित वारंट या आदेश प्राप्त नहीं हो जाता है।

वारंट आदि में दिये गये विवरण का सत्यापन

16– किसी बंदी को प्रवेश देने के पूर्व जेलर या डिप्टी जेलर, जो भी ड्यूटी पर उपस्थित हों, उससे पूछताछ करेगा और यह अभिनिश्चित करेगा कि उसका नाम और अन्य विवरण रिट, वारंट या आदेश में अंकित के अनुरूप है या नहीं और अनुरक्षक (एस्कार्ट) के प्रभारी पुलिस अधिकारी को एक रसीद देगा।

सिद्धदोष और विचारणाधीन बंदियों के प्रवेश का समय

17– सभी विचारणाधीन बंदियों को, उस समय जब वह कारागार में आ सकते हैं,को ध्यान दिये बिना प्रवेश दिया जायेगा। विचारणाधीन बंदियों को, मजिस्ट्रेट के लिखित आदेश के बिना, रात्रि के लिये जेल का ताला बंद किये जाने के पश्चात प्रवेश नहीं दिया जायेगा।

ताला बंदी के समय के पश्चात कैदियों को अधिकार में लेना

18– ताला बंद किये जाने के समय के पश्चात जेल में अधिकार में लिये गये बंदियों को रात्रि के लिये इस प्रयोजन के लिये आरक्षित पृथक कोठरियों या बैरक में समुचित अभिरक्षा में रखा जायेगा। रात्रि में इस प्रयोजन के लिये अन्य बैरकों को नहीं खोला जायेगा।

नये बंदियों को क्वारंटीन में रखना

19– किसी जेल में संक्रामक रोगों के प्रवेश के विरुद्ध प्रभावशाली क्वारंटीन सर्वाधिक प्रभावी अवरोध है और अधीक्षक को अपनी जेल में आये सभी नये बंदियों को कम से कम दस दिनों के लिये क्वारंटीन में रखने की व्यवस्था करनी चाहिए।

प्रत्येक नये आये बंदियों को अभिविन्यास के कार्यक्रम के अध्यधीन रखा जायेगा जिससे उन्हें नियमों और विनियमों को बताया जाय। बंदी के रूप में उसके अधिकारों और कर्तव्यों को कारागार के प्रमुख स्थान पर सुस्पष्ट रूप से प्रदर्शित किया जायेगा और ऐसी भाषा

में समझाया जायेगा जिसे वह समझता हो। जेल के भीतर उपयुक्त स्थान का निर्णय करने के लिये जेलर द्वारा अधीक्षक के नियंत्रण के अधीन उसकी पृष्ठभूमि और आवश्यकताओं का निर्धारण किया जायेगा।

प्रवेश पर बंदियों की जांच

20— मुख्य द्वार पर आने पर तथा क्वारंटीन अहाते में बंद किये जाने के पूर्व जेलर अथवा ड्यूटी पर अन्य अधिकारी की उपस्थिति में चिकित्सा सहायक द्वारा सावधानी पूर्वक जांच की जायेगी। किसी भी कारण से यदि चिकित्सा अधिकारी मौजूद नहीं हैं तो चिकित्सा अधिकारी के जेल में आते ही उसके द्वारा बंदी की जांच की जायेगी। जांच में पायी गयी चोटों, घावों, गुम चोट या खरोंच का विशेष संदर्भ देते हुए बंदी का नाम, जांच का समय चोट के रजिस्टर में अंकित किया जायेगा और प्रविष्टियों को चिकित्सा अधिकारी द्वारा हस्ताक्षरित किया जायेगा और ड्यूटी पर मौजूद जेलर या डिप्टी जेलर द्वारा प्रतिहस्ताक्षर किया जायेगा।

चोट की रिपोर्ट

21— जब कभी भी किसी अधिकार में लिये गये बंदी के भारतीय दण्ड संहिता, 1860 की धारा 319 और 320 में यथा परिभाषित साधारण या गम्भीर चोट से पीड़ित होने की रिपोर्ट की जाए तो बिना विलम्ब किये चोट की रिपोर्ट को पूरा किया जायेगा।

<u>महत्वपूर्ण</u>

(1) प्रस्तर 23 के अधीन तत्काल कार्रवाई किया जाना सुनिश्चित करना; और

(2) जेल अधिकारियों का दुर्व्यवहार के मिथ्या आरोपों से बचाव करना।

चिकित्सा अधिकारी का यह कर्तव्य है कि वह चोटों को यदि कोई हो, चिकित्सा अधीक्षक और अधीक्षक की जानकारी में यथा सम्भव शीघ्र ले आयें, देखिये प्रस्तर 982

जिला मजिस्ट्रेट और सम्बन्धित न्यायालय को ताजा चोटों की रिपोर्ट करना

22— अधीक्षक किसी बंदी के शरीर पर पायी गयी किसी ताजा चोट, घाव, गुमचोट या खरोंच आदि, जो हिंसा के कारण हुयी प्रतीत हो जो इस प्रकरण जिसमें वह अभियुक्त या दोषी है के स्वरूप से स्पष्ट न हो के पूर्ण विवरण की रिपोर्ट तत्काल जिला मजिस्ट्रेट और सम्बन्धित न्यायालय को देगा।

प्रवेश पर बंदी स्वयं को और अपने वस्त्रों को धोयेगा

23— प्रत्येक बंदी से, प्रवेश करने पर, स्वयं को और अपने वस्त्रों को भलीभांति धोने की अपेक्षा की जायेगी।

सिद्धदोषियों को जेल के वस्त्रादि की आपूर्ति

24— प्रत्येक सिद्धदोष को परिशिष्ट बी में यथा उपबंधित जेल के वस्त्र और साज सामान उपलब्ध कराये जायेंगे।

चिकित्सा जांच की प्रक्रिया

25— प्रत्येक सिद्धदोष को पूरे वस्त्रादि को पहने हुए चिकित्सा अधिकारी के समक्ष जांच के लिये लाया जायेगा जो प्रवेश रजिस्टर में सिद्धदोष के स्वास्थ्य को अच्छी, साधारण या खराब के रूप में अंकित करेगा, साथ ही उसके शारीरिक तथा मानसिक दशा के सम्बन्ध में जैसा वह आवश्यक समझे, अपना मत व्यक्त करेगा और यदि किसी सिद्धदोष को कठोर कारावास की सजा दी गयी है तो वह किस प्रकार की सजा अर्थात सख्त, मध्यम या हल्के किस्म के परिश्रम के लिये उपयुक्त है, को भी व्यक्त करेगा।

चिकित्सा अधिकारी किसी बंदी के स्वास्थ्य को खराब या साधारण बताते समय, जहां तक सुनिश्चित किया जा सके, उन कारणों जैसे बढ़ी हुई तिल्ली, रक्त की अल्पता आदि को भी अंकित करेगा। चिकित्सा अधिकारी यह भी अभिलिखित करेगा कि बंदी को टीका लग चुका है या नहीं। राष्ट्रीय मानवाधिकार आयोग के प्रपत्र में यथा उपबंधित सभी स्तंभों को चिकित्सा अधिकारी के नाम और हस्ताक्षर से पूर्ण किया जायेगा। चिकित्सा अधिकारी द्वारा जांच किये जाने के पश्चात बंदी को अधीक्षक के समक्ष और विचारणाधीन बंदी को जेलर के पास लाया जायेगा।

चिकित्सा अधिकारी द्वारा कारागार अस्पताल में बंदियों को दिन—प्रतिदिन की चिकित्सकीय अवस्था और दिये गये उपचार से सम्बन्धित निम्नलिखित विवरण को अभिलिखित करने के लिये एक चिकित्सा इतिवृत्त पत्रक रखा जायेगाः

(1) दिये गये टीकाकरण का विवरण और उसका परिणाम;

(2) प्रत्येक बार अस्पताल में प्रवेश और मुक्ति, उस रोग के नाम सहित जिसके कारण प्रवेश दिया गया;

(क) स्वास्थ्य लाभ समूह में प्रवेश और मुक्ति;

(ख) बंदी द्वारा अपनी बीमारी के लिये की गयी कोई शिकायत, उसकी बीमारी की रिपोर्ट;

(ग) चिकित्सा अधिकारी या चिकित्सा के किसी निदेश या संस्तुति पर की गयी कार्रवाई; और

(घ) वजन की प्रत्येक माह की माप

प्रवेश के समय अभिलिखित किये जाने वाले अन्य विवरण

26— अधीक्षक रजिस्टर में उस विशेष श्रम को अंकित करेगा जिस पर वह सिद्धदोष लगाया जायेगा। वह सिद्धदोष को अपील करने के उसके अधिकार और उच्चतर न्यायालय में अपील करने की समय सीमा के सम्बंध में बतायेगा, अध्याय सात में दिये गये उपबंधों के अनुसार सभी औपचारिकताओं को अभिलिखित करायेगा और पूरा करायेगा। अपील से सम्बन्धित विवरण भी अपील रजिस्टर में अभिलिखित किये जायेंगे।

अधीक्षक द्वारा सम्यक् रूप से प्राधिकृत डिप्टी जेलर या कोई अन्य अधिकारी बंदी से प्राप्त की गयी सम्पत्ति के ब्यौरे को पढ़कर सुनायेगा और अधीक्षक ऐसे आभूषण या अन्य मूल्यवान वस्तुओं तथा नकदी धनराशि जो सिद्धदोष से प्राप्त हुयी हों; के विवरण की सत्यता के सम्बंध में अपना समाधान कर लेने के पश्चात् प्रविष्टियों पर हस्ताक्षर करेगा।

अधीक्षक अपना समाधान कर लेगा कि सिद्धदोष का विवरण, पहचान चिन्ह तथा अंगूठे का निशान या उसके हस्ताक्षर, बायोमेट्रिक्स डाटा आदि प्रवेश रजिस्टर में सम्यक रूप से अभिलिखित कर लिये गये हैं और प्रवेश रजिस्टर में उसकी फोटो चिपका दी गयी है। वह वारंट की जांच करेगा और अपना समाधान करेगा कि यथास्थिति मुक्ति का दिनांक या जांच का दिनांक, सही—सही संगणित किया गया है और समुचित रजिस्टरों में दर्ज कर दिया गया है। वह अपील, स्वास्थ्य तथा श्रम से सम्बन्धित इतिवृत्त पत्रक पर अपना आद्याक्षर भी करेगा और सिद्धदोष के वस्त्रों की जांच भी करेगा।

व्यक्तिगत जानकारी प्रणाली (PIS) के रूप में विकसित तकनीकी/साफ्टवेयर सिस्टम को बंदियों के व्यक्तिगत विवरण और उनकी व्यक्ति सामग्री और सम्पत्ति को अभिलिखित करने के लिये उपयोग में लाया जायेगा।

वारंट की जांच

27— अधीक्षक प्रत्येक सिद्धदोष बंदी के वारंट की जांच करेगा और अपना समाधान करेगा कि,—

(एक) प्रत्येक सिद्धदोष के लिये अलग—अलग वारंट हो;

(दो) वारंट में वह दिनांक अंकित हो जब दण्डादेश पारित किया गया था;

(तीन) न्यायालय के मुहर की छाप साफ और स्पष्ट हो;

(चार) न्यायालय के पीठासीन अधिकारी के हस्ताक्षर पठनीय हों और

पूरे–पूरे हों;

(पांच) सिद्धदोष के माता–पिता का नाम, जाति, निवास स्थान, व्यवसाय और आयु वारंट में सम्यक् रूप से लिखे हों;

(छः) कारावास की अवधि जितनी अवधि के लिए दण्ड सिद्धदोष को दिया गया है, यदि अंग्रेजी में लिखी है तो वह अंकों के साथ–साथ शब्दों में बड़े अक्षरों में स्पष्ट स्पष्ट रूप में हो और यदि हिन्दी में लिखी है तो साफ–साफ पठनीय हो और अंकों के साथ–साथ स्पष्ट अक्षरों में होः

(सात) कारावास की प्रकृति, उदाहरणार्थ साधारण या कठोर, स्पष्ट रूप से वारंट में लिखी हो;

(आठ) वारंट में न्यायालय का आदेश स्पष्ट रूप से बताया गया हो, उदाहरणार्थ,

(क) पहले दण्ड भुगत रहे सिद्धदोष के मामले में बाद में पारित किया गया दण्ड या किये गये दण्ड क्या तत्काल प्रभावी होंगे या वर्तमान दण्ड की समाप्ति के पश्चात।

(ख) एक ही दिनांक को दिये गये दो या अधिक दण्ड के मामले में क्या दण्ड साथ–साथ चलेंगे या एक के बाद एक होंगे;

(नौ) जुर्माने का भुगतान न करने के कारण भुगते जाने वाले कारावास के किसी और दण्ड का पूर्ण विवरण अभिलिखित किया गया हो;

(दस) पहले से दोषसिद्ध किये गये व्यक्तियों के मामले में प्रत्येक दोषसिद्ध के सम्बन्ध में पूर्व दोषसिद्धि का दिनांक, अपराध की प्रकृति और दण्ड की अवधि देते हुए उनका पूर्ववर्ती सिद्धदोषों का विवरण सम्यक् रूप से अभिलिखित किया गया; और

(ग्यारह) मृत्युदण्ड से दोषसिद्ध व्यक्ति के मामले में मृत्यु दण्ड की सजा की पुष्टि के बाद वारंट में दण्ड प्रक्रिया संहिता, 1973 (अधिनियम संख्या 2 सन् 1974) के प्रपत्र 42 के अनुसार दण्डादेश के निष्पादन का दिनांक अंकित किया गया हो।

त्रुटिपूर्ण वारंट का लौटाया जाना

28– अधीक्षक वारंट में यदि कोई त्रुटि या लोप हो, वारंट का फार्म त्रुटि पूर्ण हो या अन्यथा रूप से नियम विरुद्ध हो, तो वह उसे जारी करने वाले अधिकारी को त्रुटि को ठीक करने के लिये वापस कर देगा और इसकी एक प्रति को वारंट अलमारी में उपयुक्त खाने में रख लेगा जब तक कि मूल वारंट वापस नहीं आ जाता है।

बंदी अधिनियम, 1900 की धारा

29– यदि अधीक्षक को, वारंट की वैधता अथवा निष्पादन के लिये उसको भेजे गये आदेश अथवा उस व्यक्ति की दण्डादेश पारित करने और

17 के अधीन नियम विरुद्ध वारंट के मामले में अग्रेतर कार्यवाही

वारंट या आदेश पारित की सक्षमता, जिसकी सरकारी मुहर और हस्ताक्षर उस पर हैं, पर कोई शंका हो तो वह बंदी अधिनियम, 1900 (अधिनियम सं0 3 सन् 1900) की धारा 17 में दी गयी प्रक्रिया का पालन करेगा। उसमें विहित निर्देश को महानिरीक्षक के माध्यम से राज्य सरकार को भेजा जायेगा।

इस नियम के अधीन किये गये निर्देश के लम्बित रहने तक दोषसिद्ध को इस रीति और ऐसे निर्बन्धनों या न्यूनीकरण के साथ रखा जायेगा जैसा वारंट या आदेश में विनिर्दिष्ट किया जाय।

वारंट के साथ वर्गीकरण पर्ची होगी

30— अधीक्षक अपना समाधान कर लेगा कि वर्गीकरण पर्ची सम्यक रूप से पूर्ण है और उस न्यायालय जिसने बंदी को दण्डादेश दिया हो अथवा सेशन के सुपुर्द किया हो, द्वारा हस्ताक्षारित हो और वारंट के साथ संलग्न हो। इन पर्चियों के वारंट के साथ प्राप्त न होने के मामले में अधीक्षक तत्काल न्यायालय को स्मरण करायेगा और इन्हें प्राप्त करेगा।

मुक्ति के दिनांक की संगणना की रीति

31— अधीक्षक सिद्धदोषियों की मुक्ति के दिनांक की संगणना में निम्नलिखित नियमों द्वारा मार्गदर्शित होगाः—

(क) दण्डपारित किये जाने का दिन और मुक्त किये जाने का दिन कारावास के दिनों के रूप में जोड़े जायेंगे;

(ख) शब्द 'माह' या 'वर्ष' का तात्पर्य ग्रेगोरियन कैलेण्डर के अनुसार माह या वर्ष से है;

(ग) जब किसी दण्ड में माह का भाग सम्मिलित हो तो माह को 30 दिनों का माना जायेगा;

(घ) जब कोई सिद्धदोष, जो अपील के लम्बित रहने के कारण जमानत पर छोड़ा गया हो या भाग गया हो, को पुनः प्रवेश दिया जाता है या पुनः पकड़ा जाता है तो वह दिन जब उसे छोड़ा गया था या जब वह भाग गया था और वह दिन जब उसे पुनः प्रवेश दिया गया हो या पुनः पकड़ा गया हो; दोनों को ही कारावास के दिन के रूप में गिना जायेगा;

(ङ) जब किसी सिद्धदोष को दो या अधिक वारंट के अन्तर्गत जेल भेजा गया हो और प्रथम दण्ड को अपील या पुनरीक्षण में रद्द कर दिया जाय तो दूसरा दण्ड उस दिनांक से प्रभावी होगा जिस दिनांक को इसे पारित किया गया हो;

(च) यदि किसी मृत्यु दण्ड को कारावास में बदल दिया जाता है तो कारावास का दण्ड उस दिनांक से प्रारम्भ माना जायेगा जिस दिनांक को मृत्यु दण्ड पारित किया गया हो।

टिप्पणी : अभियुक्त द्वारा भोगी गयी निरोध की अवधि को कारावास के दण्ड से कम कर दिया जायेगा जैसा कि दण्ड प्रक्रिया संहिता 1973

की धारा 428 में उपबंधित है जो निम्नवत हैः–

''धारा 428ः–**<u>आरोपी द्वारा भोगी गयी निरोध की अवधि को कारावास के दण्ड से कम करनाः</u>** जहां किसी आरोपी व्यक्ति को दोषसिद्ध होने पर एक अवधि के कारावास से दण्डित किया गया हो (जुर्माने का भुगतान न करने पर कारावास के सिवाय हो) तो उसी मामले की परीक्षा, जांच और सुनवाई के दौरान और इस तरह के दण्ड के दिनांक से पहले की निरोध अवधि, यदि उसके द्वारा भोगी गयी हो को ऐसे दोष पर दिये गये कारावास के दण्ड से कम कर दिया जायेगा और ऐसे व्यक्ति पर ऐसे दोष पर उस पर अधिरोपि कारावास की अवधि, उसकी शेष अवधि, यदि कोई हो, तक सीमित रहेगीः

परन्तु यह कि धारा 433–क में निर्दिष्ट मामलों में ऐसे निरोध की अवधि को उसी धारा में निर्दिष्ट चौदह वर्ष की अवधि के सापेक्ष कम कर दिया जायेगा।''

दृष्टांत–(1) एक दिन के कारावास से दण्डित सिद्धदोष को उसी दिन मुक्त करना आवश्यक है।

दृष्टांत–(2) 15 जनवरी, 2011 को एक वर्ष के कारावास से दण्डित सिद्धदोष को 14 जनवरी, 2012 को मुक्त किया जायेगा। 01 जनवरी को एक माह के कारावास से दण्डित सिद्धदोष को उसी माह की 31 तारीख को मुक्त किया जायेगा।

दृष्टांत–(3) क, ख और ग को क्रमशः 29, 30 और 31 जनवरी को एक माह के कारावास से दण्डित किया गया। सभी दण्ड फरवरी के अन्तिम दिन प्रातः को समाप्त होंगे।

दृष्टांत–(4) किसी सिद्धदोष को 02 फरवरी को डेढ़ माह के कारावास से दण्डित किया जाता है। उसकी मुक्ति का दिनांक 16 मार्च होगा।

दृष्टांत–(5) 'घ' एक ही समय पर एक से अधिक मामलों में बंद एक अभियुक्त है। हिरासत का वारंट जारी होने के दिनांक से प्रत्येक मामले में भोगी गयी अवधि दण्ड प्रक्रिया संहिता, 1973 की धारा 428 के अधीन सम्बन्धित मामले में दिये गये कारावास की अवधि के विरुद्ध कम कर दी जायेगी।

मुक्ति का दिनांक जब दो या अधिक दण्ड क्रमशः चलते हैं

32– जब किसी सिद्धदोष को क्रमशः भुगतने के लिये दो या अधिक अवधियों के कारावास से दण्डित किया गया हो तो मुक्ति के दिनांक की गणना इस प्रकार की जायेगी मानो कारावास की कुल अवधि एक ही दण्ड में दी गयी हो।

दृष्टांत–(1) सिद्धदोष जिसे 21 नवम्बर, 2010 को एक–एक वर्ष के दो

मौलिक अवधियों के कारावास से दण्डित किया गया हो तो उसे 20 नवम्बर, 2012 को मुक्त किया जाना चाहिए और 19 नवम्बर, 2012 को नहीं।

दृष्टांत–(2) सिद्धदोष को एक जनवरी को दो माह के कारावास और 200 रूपये के जुर्माने से या चूक करने पर एक माह के अग्रतर कारावास से दण्डित किया जाता है। यदि जुर्माना जमा नहीं किया जाता है तो उसे 31 मार्च को मुक्त किया जाना चाहिए किन्तु यदि जुर्माना जमा किया जाता है तो मुक्ति का दिनांक फरवरी का अन्तिम दिनांक होगा।

जमानत की अवधि को दण्ड के लिए न गिना जाना

33– ऐसी अवधि को, जिसमें सिद्धदोष अपील या पुनरीक्षण के लम्बित रहने के कारण जमानत पर जेल से बाहर रहा हो, भोगे गये दण्ड के रूप में नहीं गिना जायेगा। यह उन सिद्धदोषियों पर भी लागू होता है जो दण्ड प्रक्रिया संहिता, 1973 की धारा 122 के अधीन पारित आदेश की शर्तों के अधीन कारागार को सुपुर्द या उसमें निरुद्ध किये गये हों तथा जो अपील या पुनरीक्षण के लम्बित रहने के दौरान जमानत पर जेल से मुक्त कर दिये गये हों और ऐसी अपील या पुनरीक्षण के खारिज होने के पश्चात उन्होंने समर्पण किये हो।

दण्ड प्रक्रिया संहिता, 1973 की धारा 106 या 117 के अधीन जमानत की अवधि को दण्ड के लिए गिनना

34– दण्ड प्रक्रिया संहिता, 1973 की धारा 106 या 117 के अधीन प्रत्याभूति देने के लिए आदेशित बंदी द्वारा जेल से बाहर बितायी गयी अवधि, ऐसी प्रत्याभूति देने पर,उसके बाण्ड की अवधि में गिनी जायेगी। यदि कालान्तर में उसकी प्रत्याभूति निरस्त कर दी जाती है और जेल के सुपुर्द कर दिया जाता है तो वह अपने बाण्ड की अवशेष अवधि तक के लिए ही कारावास भुगतेगा।

अस्पताल में बितायी गयी अवधि को दण्ड में गिनना

35– किसी बंदी द्वारा अस्पताल में बितायी गयी अवधि, मानसिक अस्पताल सहित, जेल में बितायी गयी अवधि में गिनी जायेगी।

कतिपय मामलों में वारंट की विशेष जांच

36– जब पहले से ही कारावास का दण्ड भुगत रहे या प्रतिभूति का भुगतान न करने के कारण कारावास भुगत रहे व्यक्ति को कारावास से दण्डित किया जाता है तो यह देखने के लिए वारंट की जांच की जानी चाहिये कि क्या दण्ड प्रक्रिया संहिता, 1973 (अधिनियम संख्या–2, सन् 1974) की धारा 427 के उपबंधों का पालन किया गया है।

जब पहले से ही कारावास भुगत रहे किसी व्यक्ति को प्रतिभूति न देने के कारण कारावास से दण्डित किया जाता है तो यह देखने के

लिए वारंट की जांच की जानी चाहिए कि क्या दण्ड प्रक्रिया संहिता, 1973 की धारा 119 के उपबंधों का पालन किया गया है।

जब किसी व्यक्ति को प्रतिभूति देने में विफल रहने के कारण कारावास से दण्डित किया गया हो तो यह देखने के लिए वारंट की जांच की जानी चाहिए कि क्या दण्ड प्रक्रिया संहिता, 1973 की धारा 122 की उपधाराओं (5) और (6) के उपबंधों के अनुसार कारावास की प्रकृति (साधारण या कठोर) है।

जब जुर्माना न जमा करने के कारण कारावास के दो या अधिक दण्ड पारित किये गये हों तो यह देखने के लिये वारंट की जांच की जानी चाहिए कि क्या ऐसे दण्ड क्रमशः हैं क्योंकि दण्ड प्रक्रिया संहिता, 1973 की धारा 31 को दृष्टिगत रखते हुए ऐसे मामले में एक साथ चलने वाले दण्ड पारित नहीं किये जा सकते हैं।

वारंट में किसी त्रुटि के मामले में अधीक्षक को प्रकरण को सम्बन्धित न्यायालय को संदर्भित कर देना चाहिए अथवा यदि वह आवश्यक समझता है तो बंदी अधिनियम, 1900 (अधिनियम संख्या–3 सन् 1900) की धारा 17 के अधीन राज्य सरकार के आदेशों के लिये महानिदेशक (कारागार) को संदर्भित कर देना चाहिए। इस रिपोर्ट में अपराधों को कारित किये जाने के दिनांकों, पारित दण्डादेशों और इन दण्डादेशों को पारित करने वाले न्यायालयों के नाम स्पष्ट रूप से अंकित किये जाने चाहिए।

टिप्पणी–उपरोक्त प्रस्तर से संदर्भित दण्ड प्रक्रिया संहिता, 1973 की धाराओं को निम्नवत उद्धृत किया जा रहा हैः

धारा 427 : किसी अन्य अपराध के लिये पहले से दण्डित अपराधी को दण्ड–

(1) जब पहले से कारावास भोग रहे व्यक्ति को एक पश्चात्वर्ती दोष सिद्धि में कारावास या आजीवन कारावास से दण्डित किया जाता है तो ऐसा कारावास या आजीवन कारावास उस कारावास की समाप्ति के पश्चात प्रारम्भ होगा जिसके लिये उसे पहले से दण्डित किया गया हो, जब तक कि न्यायालय यह निर्देश न दे कि पश्चातवर्ती दण्ड ऐसे पहले वाले दण्ड के साथ–साथ चलेगा :

प्रतिबंध यह है कि किसी व्यक्ति को जो धारा 122 के अधीन प्रतिभूति न देने के कारण कारावास से दण्डित किया गया हो और पहले से कारावास का दण्ड भुगत रहा हो, ऐसा आदेश पारित करने से पूर्व कारित किये गये अपराध के लिये दण्डित किया गया है तो बाद में दिया गया दण्ड तत्काल

प्रारम्भ हो जायेगा।

(2) जब पहले से आजीवन कारावास का दण्ड भुगत रहे व्यक्ति को किसी पश्चातवर्ती दोषसिद्ध के लिये कारावास या आजीवन कारावास से दण्डित किया जाता है तो पश्चात्वर्ती दण्ड पहले वाले दण्ड के साथ चलेगा।

धारा 119 : इस अवधि का आरम्भ जिसके लिए प्रतिभूति अपेक्षित है–

(1) (क) यदि धारा 106 या धारा 117 के अधीन प्रतिभूति देने के लिये आदेशित कोई व्यक्ति, जो ऐसी प्रतिभूति देने के दिनांक से पूर्व या उस दिनांक तक प्रतिभूति नहीं देता है तो वह, यहां एतद्पश्चात उल्लिखित मामलों के सिवाय, कारागार को भेज दिया जायेगा तथा यदि वह पहले से ही कारागार में है तो उसे कारागार में तब तक निरुद्ध रखा जायेगा जब तक कि वह अवधि समाप्त नहीं हो जाती है या इसकी अपेक्षा करने वाले न्यायालय या मजिस्ट्रेट के पास वह इस अवधि में प्रतिभूति जमा नहीं कर देता है।

(ख) यदि किसी भी व्यक्ति द्वारा धारा 117 के अधीन किसी मजिस्ट्रेट के आदेश के अनुसरण में शान्ति बनाये रखने के लिए (गैर जमानती) बाण्ड के निष्पादन के पश्चात उस मजिस्ट्रेट या कार्यालय में उसके अनुवर्ती के समाधान होने के लिये यह सिद्ध हो जाता है कि बाण्ड को भंग किया गया है तो वह मजिस्ट्रेट या कार्यालय में उसके अनुवर्ती इस तरह के साक्ष्य के आधार को अभिलिखित करने के बाद बाण्ड की अवधि की समाप्ति तक उस व्यक्ति को गिरफ्तार करने और जेल में निरुद्ध करने का आदेश दे सकता है और इस तरह के आदेश किसी भी अन्य सजा या जब्ती, जिसके लिये वह व्यक्ति विधि के अनुसार उत्तरदायी हो सकता है, पर कोई भी प्रतिकूल प्रभाव नहीं डालेगा।

(2) जब ऐसे व्यक्ति को एक वर्ष से अधिक अवधि के लिये मजिस्ट्रेट द्वारा प्रतिभूति देने के लिए आदेशित किया गया हो और यदि ऐसा व्यक्ति पूर्वोक्त प्रतिभूति नहीं देता है तो ऐसे मजिस्ट्रेट, सत्र न्यायाधीश के आदेश होने तक, उसे कारागार में निरुद्ध रखने का वारंट जारी करेंगे और इस कार्यवाही को सुविधानुसार यथाशीघ्र उस न्यायालय के समक्ष रखा जायेगा।

(3) ऐसा न्यायालय ऐसी कार्यवाही का परीक्षण करने के पश्चात और

मजिस्ट्रेट से कोई और सूचना या साक्ष्य, जिसे वह आवश्यक समझे प्राप्त करने के पश्चात् और सम्बन्धित व्यक्ति को सुनवाई का उपयुक्त अवसर देने के पश्चात मामले में ऐसा आदेश, जिसे वह उचित समझे, पारित कर सकता है परन्तु यह कि प्रतिभूति देने में असफल रहने पर किसी व्यक्ति को तीन वर्ष की अवधि से अधिक अवधि के लिए दण्डित नहीं किया जायेगा।

(4) यदि उपधारा (2) के अधीन सत्र न्यायाधीश को संदर्भित किसी एक व्यक्ति के सम्बन्ध में एक ही कार्यवाही में दो या अधिक व्यक्तियों से प्रतिभूति मांगी गयी हो तो ऐसे संदर्भ में उन व्यक्तियों के मामले भी सम्मिलित होंगे जिन्हें प्रतिभूति देने के लिये आदेश दिया गया है और उस दशा में उपधारा (2) और (3) के उपबंध ऐसे दूसरे व्यक्ति के मामले में भी लागू होंगे सिवाय यह कि जिस अवधि के लिए उसे कारावास से दण्डित किया जा सकेगा वह अवधि प्रतिभूति देने के लिए दी गयी अवधि से अधिक नहीं होगी।

(5) कोई सत्र न्यायाधीश अपने विवेक से उपधारा (2) अथवा उपधारा (4) के अधीन उसके समक्ष प्रस्तुत की गयी किसी भी कार्यवाही को अतिरिक्त सत्र न्यायाधीश या सहायक सत्र न्यायाधीश को स्थानान्तरित कर सकेंगे और इस प्रकार स्थानान्तरण पर वह अतिरिक्त सत्र न्यायाधीश अथवा सहायक सत्र न्यायाधीश ऐसी कार्यवाही के सम्बन्ध में इस धारा के अधीन सत्र न्यायाधीश की शक्ति का प्रयोग कर सकेंगे।

(6) जेल में प्रभारी अधिकारी को यदि प्रतिभूति प्रस्तुत की गयी है तो वह तत्काल मामले को उस न्यायालय या मजिस्ट्रेट को संदर्भित कर देगा जिसने आदेश पारित किया है और उस न्यायालय अथवा मजिस्ट्रेट के आदेश की प्रतीक्षा करेगा।

(7) शांति बनाये रखने के लिए प्रतिभूति देने में असफल रहने पर दिया जाने वाला कारावास साधारण होगा।

(8) अच्छे व्यवहार के लिये प्रतिभूति देने में विफल रहने के लिये कारावास, जब धारा 108 के अधीन कार्यवाही की गयी हो, साधारण होगा और जब कार्यवाही धारा 109 अथवा धारा 110 के अधीन की गयी हो तो कारावास सश्रम या साधारण होगा जैसा कि न्यायालय अथवा मजिस्ट्रेट प्रत्येक मामले में निर्देशित करें।

''बिना प्रतिभू बाण्ड'' के लिये अधिनियम संख्या 25, सन् 2005 की धारा 15 द्वारा प्रतिस्थापित।

धारा–31–एक ही विचारण में कई अपराधों की दोषसिद्धि के मामलों में दण्ड–

(1) जब किसी व्यक्ति को एक विचारण में दो या अधिक अपराधों के लिये दोषसिद्ध किया जाता है तो न्यायालय, भारतीय दण्ड संहिता (संख्या 45 सन् 1860) की धारा 71 के उपबंधों के अध्यधीन ऐसे अपराधों के लिये निर्धारित कई दण्डों से दण्डित कर सकता है जिसके लिये ऐसा न्यायालय दण्ड के लिये सक्षम हो; ऐसे दण्ड जब उसमें कारावास सम्मिलित हो, क्रमवार जैसा न्यायालय निर्देशित करे, एक की समाप्ति के पश्चात दूसरा प्रारम्भ होगा जब तक कि न्यायालय यह निदेश न करे कि दोनों दण्ड साथ–साथ चलेंगे।

(2) क्रमवार दण्ड के मामले में न्यायालय के लिये, कई अपराधों का कुल दण्ड दिये गये दण्ड से अधिक होने के कारण, जो एक ही अपराध के दोषसिद्ध होने पर दण्ड देने में सक्षम हैं, अपराधी को विचारण के लिये उच्चतर न्यायालय के समक्ष जाना आवश्यक नहीं होगा :

परन्तु यह कि–

(क) ऐसे व्यक्ति को किसी भी दशा में चौदह वर्ष से अधिक अवधि के लिये कारावास का दण्ड नहीं दिया जायेगा :

(ख) कुल दण्ड, जिसे न्यायालय एक ही अपराध के दोषसिद्ध होने पर देने में सक्षम हों, ऐसे दण्ड से दो गुना से अधिक नहीं होगा।

(3) किसी दोषसिद्ध व्यक्ति द्वारा अपील के प्रयोजन से इस धारा के अधीन उसके विरुद्ध पारित कुल दण्ड को एक ही दण्ड समझा जायेगा।

दण्ड प्रक्रिया संहिता की धारा 122 के अधीन सत्र न्यायाधीश के आदेश लम्बित रहने के कारण कारावास में भेजे गये बंदी

37– जब किसी व्यक्ति को दण्ड प्रक्रिया संहिता, 1973 की धारा 122 के अधीन किसी मजिस्ट्रेट द्वारा एक वर्ष से अधिक की अवधि के प्रतिभूति देने का आदेश दिया जाता है और उसके द्वारा प्रतिभूति न दिये जाने पर उसका मामला आदेश के लिये सत्र न्यायाधीश को संदर्भित किया जाता है तो वह सत्र न्यायाधीश के आदेश की प्राप्ति के लम्बित रहने तक साधारण या कठोर कारावास, जैसा भी मजिस्ट्रेट निदेशित करें, में रहेगा।

अधीक्षक ऐसे कैदियों का एक अलग नोट रखेगा और यदि सत्र न्यायाधीश का आदेश तीन महीने की अवधि के भीतर प्राप्त नहीं होता है तो न्यायालय को याद दिलायेगा। सत्र न्यायाधीश के आदेश प्राप्त

होने पर वह मजिस्ट्रेट द्वारा जारी वारंट वापस कर देगा।

दण्ड के साथ जुर्माना भी होने पर मुक्ति का दिनांक

38— जब किसी बंदी को कारावास का दण्ड दिया जाता है, जिसका सम्पूर्ण या कोई भाग जुर्माना का भुगतान करने में विफल रहने के कारण है और जुर्माने का भुगतान तत्काल नहीं कियाजाता है तो बाद में जुर्माने का भुगतान करने पर मुक्ति के दिनांक की गणना और यदि इस जुर्माना का भुगतान नहीं किया जाता है तो मुक्ति के दिनांक की गणना अलग—अलग की जायेगी और दोषसिद्ध के वारंट के साथ—साथ इतिवृत्त पत्रक पर भी और रजिस्टर में भी अंकित की जायेगी। जब जुर्माने के किसी भाग का भुगतान बाद में कियाजाता है तो मुक्ति के दिनांक को तदनुसार परिवर्तित किया जायेगा।

स्थानीय कोषागार में जुर्माना को जमा करना

39— वित्तीय नियम संग्रह, खण्ड पांच, भाग—एक के प्रस्तर 34 के साथ सपठित प्रस्तर 32 के उपबंधो के अनुसार अधीक्षक, कैदी द्वारा या उसकी ओर से जुर्माने के भुगतान के लिये प्राप्त किसी धनराशि को, उद्धरण के साथ संलग्न दो प्रतियों में, पास बुक और समुचित कोषागार प्रपत्र के माध्यम से स्थानीय कोषागार में जमा करेगा। कोषाधिकारी द्वारा हस्ताक्षरित और वापस किये गये उद्धरण को सम्बन्धित न्यायालय को अग्रेषित कर दिया जायेगा।

जुर्माना न अदा करने पर दण्डादेश से पहले भुगते जाने वाले कारावास के मूल दण्डादेश

40— यदि जुर्माना न अदा करने पर कारावास की किसी अवधि के लिये दण्डित बंदी को या तो उसी समय या बाद में कारावास की मूल अवधि की सजा सुनायी जाती है तो जुर्माना न अदा करने पर कारावास दण्ड तब तक प्रभावी नहीं होगा जब तक कि कारावास के सभी मूल दण्ड समाप्त नहीं हो जाते हैं।

सैन्य बंदियों के मामले में जिला मजिस्ट्रेट को रिपोर्ट

41— जब किसी सिद्धदोष बंदी को सैन्य बंदी पाया जाता है और यह तथ्य सिद्धदोष करने वाले मजिस्ट्रेट को पहले से ज्ञात न हो तो अधीक्षक जिला मजिस्ट्रेट को सूचित करेगा।

बंदियों के वारंट समुचित अभिरक्षा में रखे जायेंगे

42— सभी दोषसिद्ध बंदियों के वारंट को विशेष वारंट आलमारी में उपयुक्त ढंग से रखा जायेगा और जेलर अथवा प्रभारी डिप्टी जेलर अथवा ऐसे अन्य अधिकारी, जिसे वारंट के प्रभारी अधीक्षक द्वारा नियुक्त किया गया हो, के प्रभार में रहेगा।

दोषसिद्ध कैदियों को

43— प्रत्येक सिद्धदोषी कैदी को निर्धारित प्रारूप में एक इतिवृत्त पत्रक और स्वास्थ कार्ड उपलब्ध कराया जायेगा। अधीक्षक और चिकित्सा अधीक्षक

इतिवृत्त पत्रक उपलब्ध कराना

इतिवृत्त पत्रक और स्वास्थ्य कार्ड में दिये गये स्तंभों में अपेक्षित पूरी जानकारी उपलब्ध करायेगे। कारावास की सम्पूर्ण अवधि के दौरान इतिवृत्त पत्रक को इस प्रकार अनुरक्षित किया जायेगा कि यह सिद्धदोषी के आचरण और नियोजन का एक सतत अभिलेख बना रहे। भारमाप की प्रविष्टियां मासिक रूप से अभिलिखित की जायेंगी। अधीक्षक दण्ड की सभी प्रविष्टियों को अपने हस्तलेख में अभिलिखित करेगा। अपील, प्राप्त और प्रेषित पत्र, साक्षात्कार, अस्पताल और स्वास्थ्य लाभ तथा अशक्त समूहों से छुट्टी और बाहरी समूहों द्वारा नियोजन से संबंधित प्रविष्टियां अवसर के अनुसार की जायेंगी और अधीक्षक द्वारा हस्ताक्षरित की जायेंगी। छूट देने से सम्बन्धित प्रविष्टियां जेलर अथवा अधीक्षक द्वारा इन कार्यों को सौंपे गये अन्य अधिकारी द्वारा की जायेंगी और हस्ताक्षरित की जायेंगी।

लम्बी अवधि के सिद्धदोषियों के इतिवृत्तान्त के उद्धरण की प्रविष्टि इतिवृत्त पत्रक में किया जाना

44— अधीक्षक, 05 वर्ष से अधिक के कारावास से दण्डित सभी सिद्धदोषियों को इतिवृत्त पत्रक में प्रस्तर 265 में यथा निर्धारित वर्गीकरण के प्रपत्र की टिप्पणी के स्तम्भ—6 में दिये गये वाद के इतिहास को उद्धृत करायेगा और अभिलिखित करायेगा। यह उद्धरण सिद्धदोषी के अपराध के विशेष बातों और उसमें उसके द्वारा निभायी गयी भूमिका के साथ—साथ उसके पूर्व चरित्र और प्रतिष्ठा को स्पष्ट करेगा।

कैदी के प्रवेश के 12 घंटों के भीतर रजिस्टर में विवरण को अभिलिखित किया जाना

45— किसी कैदी के आने के बारह घंटों के भीतर प्रभारी डिप्टी जेलर कैदी का नाम, क्रम संख्या और अन्य विवरण मुक्ति रजिस्टर और अन्य सुसंगत रजिस्टरों में अंकित करेगा और इन प्रविष्टियों पर जेलर द्वारा प्रतिपरीक्षा और प्रतिहस्ताक्षर किया जायेगा।

प्रवेश रजिस्टर में प्रविष्टि किये जाने का विवरण

46— (क) प्रत्येक बंदी प्रवेश रजिस्टर में उससे सम्बन्धित प्रविष्टि के अनुसार एक क्रम संख्या प्राप्त करेगा जो उस बंदी के लिये विशिष्ट होगी। यह विशिष्ट संख्या, प्रवेश और मुक्ति पुस्तिका बंदी के इतिवृत्त पत्रक और स्वास्थ्य कार्ड में अंकित की जायेगी। किसी भी सरकारी पत्र व्यवहार में बंदी के संदर्भ में यह विशिष्ट संख्या उसके नाम के पूर्व आयेगी।

(ख) प्रवेश रजिस्टर में सिद्धदोषी के पहचान चिन्ह सहित पूर्ण व्यक्तिगत विवरण अभिलिखित किया जायेगा और उसमें उसके बाये अंगूठे का निशान और हस्ताक्षर भी लिया जायेगा। उसकी फोटो उपयुक्त स्थान पर चिपकायी जायेगी। उसकी बायोमैट्रिक

पहचान जैसे उंगलियों के निशान, आंखों की पुतली के स्कैन को भी अभिलेखों में रखा जा सकेगा। उसके शैक्षणिक स्तर, पूर्व की दोष सिद्धियों का विवरण और वर्तमान दण्ड की अवधि और प्रकृति को भी अकित किया जायेगा। प्रवेश और मुक्ति रजिस्टर में और सिद्धदोषी के वारंट पर पुलिस में दर्ज सभी सिद्धदोषियों के नाम के आगे लाल स्याही से पी0आर0 (P.R.) अक्षर जोड़े जायेंगे और यदि प्रस्तर 115 में वर्णित कारणों से किसी सिद्धदोषी को उसके निवास के जिला में मुक्त किया जाना अपेक्षित हो तो इस तथ्य को इसी भांति लिखा जायेगा। प्रस्तर 84/85 में विहित रीति से गणना की गयी चेक दिनांक को भी प्रवेश रजिस्टर में अंकित किया जायेगा।

(ग) किसी सिद्धदोषी के व्यक्तिगत वर्णन को अभिलिखित करते समय अपनायी जाने वाले नियम,–: किसी सिद्धदोषी के व्यक्तिगत वर्णन को अभिलिखित करने में सिद्धि दोषी की आयु, लम्बाई, चेहरा, रंग और पहचान चिन्ह के संबंध में निम्नलिखित नियमों को अपनाना चाहियेः–

आयु का आकलन चिकित्साधिकारी द्वारा किया जाना चाहिये केवल कारावास के वारंट से नकल नहीं करनी चाहिये। सिद्धदोषी की लम्बाई को सावधानी पूर्वक नापना चाहिये। चेहरे के संबंध में ध्यान आकर्षित करने वाली विशेषता को वर्णित करने का प्रयास करना चाहिये उदाहरणार्थ भौंहे क्या धनुषाकार, तनी हुयी या अन्यथा है; क्या नाक टेढ़ी, सीधी, अवतल, घुमावदार, लम्बी, मोटी, पतली या चपटी है या चौड़े नथुने वाली है; क्या मुख चौड़ा है या होंठ मोटे या बाहर की ओर लटके हैं; क्या कान चपटे, चौड़े, लम्बे या नुकीले हैं, कानकी ललरी है या नहीं है। रंग भी सावधानी पूर्वक नोट किया जाना चाहिए और पहचान चिन्ह जैसे चेचक के दाग, चोट के निशान आदि का सूक्ष्म वर्णन किया जाना चाहिये।

(एक) यदि कोई कैदी किशोर पाया जाता है तो प्रकरण को उसकी आयु के निर्धारण में सम्यक् चिकित्सा परीक्षण के पश्चात अग्रतर निदेशों के लिये सम्बन्धित न्यायालय को वापस निर्दिष्ट कर दिया जायेगा क्योंकि जैसा किशोर न्याय (बच्चों की देखभाल और संरक्षण) अधिनियम, 2015 (अधिनियम संख्या 2 सन् 2016) में निर्धारण किया गया है, किसी भी किशोर को किसी भी मामले में कारागार में नहीं रखा जायेगा और इसे किशोर सम्बन्धी संस्था को भेज दिया जायेगा।

(दो) जब विधान मण्डल के किसी सदन के सदस्य को जेल में प्रवेश दिया जाता है तो इसकी सूचना जिला मजिस्ट्रेट, महानिरीक्षक, राज्य सरकार और उस सदन, जिसका वह सदस्य है, को भेजी जायेगी।

अधीक्षक, सिद्धदोषियों से संबंधित सभी प्रविष्टियों की शुद्धता के प्रति अपना समाधान करेगा

47— अधीक्षक अपना समाधान करेगा कि सिद्धदोषी के दण्ड का परिमाण और, यथास्थिति, सुपुर्द करने का दिनांक अथवा मुक्ति का दिनांक सम्बन्धित डिप्टी जेलर द्वारा प्रवेश और मुक्ति के रजिस्टर में, इतिवृत्त पत्रक और वारंट के आवरण पर सही— सही लिखा गया है। रजिस्टरों में इतिवृत्त पकत्र और वारंट के आवरण पर अधीक्षक और जेलर द्वारा इस बात के प्रतीक के रूप में आद्याक्षर किये जायेंगे कि उन्होंने जांच कर ली है और उन्हें सही पाया है।

रजिस्टर में आवश्यक परिवर्तनों को अधीक्षक द्वारा अवलोकित किया जाना

48— अधीक्षक का यह अवलोकित करने का उत्तरदायित्व होगा कि जब किसी सिद्धदोष का दण्ड बढ़ा दिया जाय या अपील करने पर कम कर दिया जाय तो पूर्वगामी प्रस्तरों में उल्लिखित रजिस्टरों और दस्तावेजों में आवश्यक परिवर्तन सम्बन्धित जेलर द्वारा कर दिये जायं। इसी प्रकार अधीक्षक यह अवलोकित करने के लिये भी उत्तरदायी होगा कि जुर्माने की वसूली होने पर भी आवश्यक परिवर्तन कर दिये जायं। अधीक्षक और जेलर इन परिवर्तनों पर आद्याक्षर करेंगे। सिद्धदोषी को इस तरह के परिवर्तनों और उनके कारणों के बारे में अवगत कराया जायेगा।

किसी अन्य जेल में सिद्धदोष के स्थानान्तरण के सम्बन्ध में आदेश

49— जब मुक्ति का आदेश अथवा दण्ड का उपांतरण करने का आदेश या जुर्माने के भुगतान की नोटिस किसी जेल में प्राप्त हो जाता है तो अधीक्षक, यदि सिद्धदोष को किसी दूसरे जेल में स्थानान्तरित कर दिया गया हो, स्थानान्तरण का दिनांक और उस जेल का नाम, जहां बंदी को स्थानान्तरित किया गया हो, इंगित करते हुए ऐसे आदेश को तत्काल सम्बन्धित न्यायालय को वापस करेगा।

तत्पश्चात न्यायालय सम्बन्धित जेल को डाक द्वारा मुक्ति का आदेश भेजेगा और साथ ही साथ उस जेल के अधीक्षक को इसके प्रेषण की सूचना तत्काल दे देगा (इलाहाबाद उच्च न्यायालय सी0एल0 संख्या—124/सात—बी—47 दिनांक 24 अक्टूबर, 1979 का संदर्भ देखें)।

सिद्धदोष के पास पाये गये धन और निषिद्ध वस्तुओं की जब्ती

50— (एक) जेल में प्रवेश के पश्चात किसी बंदी के पास पाया गया धन और अन्य निषिद्ध वस्तुयें, जैसा प्रस्तर 1052 में निर्दिष्ट हैं, जब्त कर ली जायेगी और इस प्रकार जब्त किया गया धन और इस प्रकार जब्त की गयी वस्तुओं की बिक्री से प्राप्त पूर्ण धनराशि राज्य शीर्षक ''0056'' में जमा कर दी जायेगी।

(दो) अधीक्षक, ऐसी नकदी या सम्पत्ति को खोजने या ढूढने में सम्बद्ध किसी व्यक्ति को, ऐसी धनराशि जो नकदी या सम्पत्ति की बिक्री से प्राप्त धनराशि के एक तिहाई से अनधिक हो, इनाम में दे सकता है। ऐसा भुगतान करने के लिये अपेक्षित धनराशि को ''2056–जेल–101–जेल'' के बजट के अन्तर्गत शीर्षक ''05–अन्य भत्ते'' के नाम डाला जायेगा।

निषिद्ध वस्तुओं और भण्डार न की जा सकने वाली वस्तुओं का निस्तारण

51– अधीक्षक किसी बंदी के पास प्रवेश के बाद पाये गये सभी निषिद्ध वस्तुओं जैसे विषैले या मादक पदार्थों आदि को नष्ट करवायेगा। नश्य प्रकृति की वस्तुयें जैसे आटा आदि अथवा भारी प्रकृति की जैसे चारपाई आदि को भण्डार में नहीं रखा जायेगा परन्तु जब तक कि उन्हें किसी नातेदार या मित्र को बंदी की सहमति से न दे दिया जाय, इन वस्तुओं को बेच दिया जायेगा और प्राप्त आय को बंदी के नामे डाल दिया जायेगा।

52– जब किसी सिद्धदोषी को जुर्माना न अदा करने के कारण कारावास का दण्ड दिया गया हो और उसके पास नकदी या बहुमूल्य सम्पत्ति हो तो अधीक्षक नकदी की राशि या सम्पत्ति के अनुमानित मूल्य की सूचना दण्ड देने वाले न्यायालय को देगा।

53– बंदियों को अपील, अपराध और दण्ड, दण्ड में छूट से सम्बन्धित नियमों और ऐसे नियम जिनके अधीन बंदी को जल्द अथवा समयपूर्व मुक्ति की अनुमति दी जाती है, से जागरूक बनाने के लिये अधीक्षक उपयुक्त कदम उठायेंगे। बैरक का प्रभारी अधिकारी प्रत्येक बंदी को जेल में उसके प्रवेश के पश्चात समुचित समय के भीतर इन नियमों को भलीभांति समझायेगा।

अध्याय–6
बन्दियों की सम्पत्ति

बंदी के साथ या उसके पक्ष में प्राप्त धन, आभूषण और वस्तुओं के मामले में प्रक्रिया	54– किसी भी बंदी के जेल में प्रवेश करते समय उसके पास या उसके शरीर पर पायी गयी या बाद में पुलिस द्वारा भेजी गयी या उसकी मुक्ति से पूर्व उसके सम्बन्धियों या मित्रों द्वारा दिये गये सभी धन, आभूषण और वस्त्रादि जेलर या कार्य पर अन्य अधिकारी द्वारा प्राप्त कर अपने अधिकार में लिये जायेंगे। ऐसे सभी धन और सम्पत्ति की सूची बंदी के सम्पत्ति रजिस्टर में अंकित की जायेगी और अधीक्षक की उपस्थिति में कैदी को पढ़कर सुनायी जायेगी और अधीक्षक सम्पत्ति रजिस्टर में इन प्रविष्टियों को प्रतिहस्ताक्षरित करेगा। प्रवेश रजिस्टर में क्रास रिफरेंस किया जायेगा। ये प्रविष्टियां बंदी के अंगूठे के निशान या हस्ताक्षर द्वारा सत्यापित की जायेंगी और जहां तक नकदी, आभूषण और अन्य मूल्यवान वस्तुओं का संबंध है बंदी की सम्पत्ति के प्रभारी अधिकारी द्वारा भी हस्ताक्षरित होंगी। आभूषण और अन्य मूल्यवान सम्पत्तियों के मामले में 'प्रवेश रजिस्टर में पूरा विवरण लिखा जायेगा। सम्पत्ति के साथ पुलिस द्वारा भेजी गयी किसी सूची को सम्पत्ति रजिस्टर में सुरक्षित तरीके से नत्थी किया जायेगा। जब नकदी आभूषण या अन्य मूल्यवान वस्तु जेलर से भिन्न किसी अधिकारी द्वारा प्राप्त की जाय तो वह अधिकारी स्टेशन डाक पुस्तिका में प्रविष्टि करके तत्काल जेलर की जानकारी में लायेगा और इस पर जेलर की पावती ले लेगा। ऐसा अधिकारी यह देखने के लिए भी उत्तरदायी होगा कि सम्पत्ति को द्वारपाल की रजिस्टर में सम्यक रूप से अंकित कर दिया गया है।
बंदी के धन के निस्तारण की रीति	55.बंदी के पास के सभी धन की प्राप्ति और विवरण की प्रविष्टि कैशबुक में की जायेगी और समस्त लेनदेन का जेलर बही में शीर्षक बंदी की नकदी जमा के अन्तर्गत प्रविष्टि किया जायेगा। धन जो बंदी की सम्पत्ति है को जेलर द्वारा अपने पास बहुत समय तक रोके नहीं रखा जायेगा बल्कि इसे बैंक में जमा करा दिया जायेगा। जेलर द्वारा अपने पास रखी गयी नकदी शेष धनराशि प्रत्येक माह में वितरण के लिए अपेक्षित सामान्य धनराशि से अधिक नहीं होगी और अनुमानित व्यय से अधिकारी की धनराशि को प्रत्येक त्रैमास के अन्त में बैंक में जमा करा दिया जायेगा। बैंक जमा की रसीदों को सावधानी पूर्वक व्यवस्थित करके कोष की तिजोरी में रखा जायेगा। जब कभी भी बंदी की मुक्ति या स्थानांतरण के समय भुगतान के लिए धन की आवश्यकता हो तो इसे आवश्यकता के अनुसार एक या अधिक जमा मदों में एक मुश्त निकाला जायेगा और जमा की सबसे पुरानी मद का आहरण सबसे पहले किया जाय।
मूल्यवान सम्पत्ति	56. जेलर बंदी की सभी मूल्यवान सम्पत्ति अपनी अभिरक्षा में कोष तिजोरी में छोटे थैलों या पैकेटों में रखेगा। सम्बन्धित बंदी के अंगूठे का निशान अथवा हस्ताक्षर और जेलर के भी हस्ताक्षर इन थैल या पैकटों पर अंकित किये जायेंगे। सिद्धदोष के मामले में प्रत्येक थैले या पैकट के साथ नाम, संस्थान और मुक्ति के दिनांक का लेबल भी संलग्न किया जायेगा। जेलर बंदियों की क्रम संख्या के अनुसार रखे गये इन पैकटों की एक सूची बनाकर रखेगा। यह सूची प्रत्येक दूसरे वर्ष पुनः लिखी जायेगी और सूचियों को कोष तिजोरी में रखा जायेगा और जिला जेलों में दस वर्ष तक तथा केन्द्रीय कारागार में 30 वर्ष तक सुरक्षित रखा जायेगा। जब किसी जेलर का स्थानांतरण हो तो मुक्त होने वाले तथा मुक्त करने वाले दोनो ही अधिकारी द्वारा जांच ली जायेगी और हस्ताक्षरित की जायेगी। अधीक्षक बंदी की सभी मूल्यवान सम्पत्ति की जांच सूची से करेगा और वर्ष में कम से कम एक बार इसकी शुद्धता के प्रति अपना समाधान करेगा और अपनी आदेश पुस्तिका में इस जांच के परिणाम को अभिलिखित करेगा।

बंदी की नकदी जमा पुस्तिका में प्रविष्टियां किया जाना	57. बंदी की नकदी जमा पुस्तिका में बदी की नकद जमा धनराशि की प्रविष्टि की जायेगी। उसके परिवार के सदस्यों, मित्रों या किसी अन्य विधि सम्मत स्त्रोत से प्रोत्साहन द्वारा अर्जित किसी धनराशि को इस पुस्तिका में अंकित किया जायेगा। जब कभी भी कोई धन वापस किया जाय तो उसे प्रत्येक जमा के सामने नोट किया जायेगा और पुस्तिका पर बंदी की पावती ली जायेगी। इस पुस्ताक में बंदी की जमा की कुल धनराशि जेलर रजिस्टर 63 में यथा प्रदर्शित अवशेष से मेल खानी चाहिए।
महिला बंदियों को कतिपय आभूषण की अनुमति दी जाय	58. महिला बंदियों को कम मूल्य के कतिपय आभूषणों जैसे चूडियां, बिछिया, नथुनी और मंगलसूत्र को अपने पास मर्यादावश रखने की अनुमति दी जा सकती है जिसे प्रवेश रजिस्टर में अंकित किया जायेगा और जेलर इस पर हस्ताक्षर करेगा। अधीक्षक तथापि अनुशासनिक कारणों से किसी विशिष्ट मामलें में अपने विवेक से आभूषण को अपने पास रखने देने की अनुमति से इंकार कर सकता है। महिला बंदी ऐसे वस्तुओं की सुरक्षित अभिरक्षा के लिए उत्तरदायी होगी।
किसी बंदी के पहनने की वस्तुओं को रखना	59. बंदी के पहनने की वस्तुओं को भलीभांति धुलने के बाद और अन्य सम्पत्ति को सावधानीपूर्वक पैक करके लेबल लगा कर रखा जायेगा। इस लेबल पर सिद्धदोष का नाम और उसकी संख्या और प्रत्येक पैकेट में रखी वस्तुओं को लिख जायेगा और प्रभारी भण्डार रक्षक के हस्ताक्षर होंगे और प्रत्येक उत्तरवर्ती अधिकारी के भी हस्ताक्षर होंगे।
सम्पत्ति विक्रय किसी मजिस्ट्रेट द्वारा परिचालित किया जायेगा	60. विक्रय का प्रबन्ध किसी मजिस्ट्रेट द्वारा त्रैमासिक सार्वजनिक नीलामी द्वारा परिचालित किया जायेगा जिसे जिला मजिस्ट्रेट द्वारा नामित किया जा सकेगा। सभी पैकटों को खोला जायेगा और विक्रय से पहले वस्तुओं की वस्तु के अनुसार सूची बनायी जायेगी और इसमें अधीक्षक द्वारा तैनात कोई अधिकारी उपस्थित रहेगा।
ऐसी परिस्थितियों जिनमें किसी बंदी के धन अथवा सम्पत्ति को उसनके नातेदार या मित्रों को दिया जायेगा	61. अधीक्षक बंदी द्वारा हस्ताक्षरित प्राधिकार के अधीन उसके धन या सम्पत्ति के किसी नातेदार या मित्र को देने की अनुमति दे सकता है, परन्तु वह ऐसा करने के पूर्व अपना समाधान कर लेगा कि कैदी के पास ऐसा करने का उचित आधार है और यह कि बंदी की मुक्ति के समय उसके उपयोग के लिए इस धन या सम्पत्ति को रखे रहने का कोई कारण नहीं है।
जेल से भाग निकले कैदी की सम्पत्ति का निस्तारण	62. जेल से भाग निकले या त्रुटिवश मुक्त किये गये कैदी की सम्पत्ति को उसके भाग निकलने या त्रुटिवश मुक्त करने के दिनांक से एक वर्ष तक के लिए रखा जायेगा। यदि उसे उस अवधि में पुनः पकड़ा नहीं जाता है तो ऐसी सम्पत्ति बेच दी जायेगी और विक्रय से प्राप्त आय को जमा धनराशि यदि कोई हो, सहित लावारिस सम्पत्ति के रूप में जिला मजिस्ट्रेट को भेज दी जायेगी जो इसे कोषागार को समुचित प्राप्ति शीर्षक में जमा करने के लिए भेज देगा।
किसी बंदी की मृत्यु के मामले में उसकी सम्पत्ति के निस्तारण की प्रक्रिया	63. किसी बंदी की मृत्यु हो जाने पर बंदी की सम्पत्ति का ब्यौरा उसकी मृत्यु से पूर्व उसके द्वारा व्यक्त की गयी कोई इच्छा और नीलामी द्वारा विक्रय किये जाने पर उससे प्राप्त होने वाले अनुमानित मूल्य के संबंध में जिला मजिस्ट्रेट के माध्यम से उसके सम्बन्धियों को सूचित किया जायेगा। यदि युक्तियुक्त समय के भीतर अनुदेश प्राप्त हो जाते हैं कि नातेदार सम्पत्ति को प्राप्त करना चाहते हैं तो जिला मजिस्ट्रेट द्वारा सम्पत्ति को उस बंदी के लिए मनोनीत उत्तराधिकारियों को अधीक्षक द्वारा भेज दिया जायेगा अैर भेजने का सम्पूर्ण व्यय ऐसे उत्तराधिकारियों द्वारा भुगतान किया जायेगा। ऐसे किसी अनुदेश के अभाव में सम्पत्ति को बेच दिया जायेगा और बंदी के नाम से अवशेष किसी धनराशि सहित विक्रय से प्राप्त आय को चेक, डिमाण्ड ड्राफ्ट या मनीआर्डर द्वारा कोई दावेदार नहीं है तो जिला मजिस्ट्रेट जेल के प्राधिकारियों को सूचित करेगा और ऐसे मामलों में धन का लावारिस सम्पत्ति के रूप में माना जायेगा और उपयुक्त राज्य शीर्ष में जमा कर दिया जायेगा।

अध्याय–7
याचिकाओं और अपीलें

अपील दाखिल करने के लिए सिद्धदोषियों को सुविधाएं	64. अधीक्षक प्रत्येक सिद्धदोषी को उसके जेल में पहली बार प्रवेश करने पर अपीलों के सम्बन्ध में नियम और अपील को तैयार करने और भेजने के लिए जेल में उपलब्ध सुविधाओं, वह अवधि जिसके भीतर कोई अपील उस आदेश से जिसके अधीन उसे सुपुर्द किया गया हो, दाखिल की जा सकती है, सूचित करेगा यदि सिद्धदोष अपील करने की इच्छा व्यक्त करता है और ऐसा करने का हकदार हो तो उसे इस प्रयोजन के लिए सभी सुविधायें दी जायेंगी। अधीक्षक यह सुनिश्चित करेगा कि क्या बंदी कोई अपील दाखिल करना चाहता है या नहीं और इसे सिद्धदोष रजिस्टर और बंदी की इतिवृत्त पत्रक पर अभिलिखित करेगा और कैदी से अपेक्षा की जायेगी कि वह इतिवृत्त पत्रक पर हस्ताक्षर या उस पर अंगूठके का निशान लगाये।
अपील की परिसीमा	65. परिसीमावधि, जिसके भीतर अपील अवश्य दाखिल कर दी जानी चाहिए, निम्नवत् है :–

क्र0स0	वाद का विवरण	परिसीमावधि	समय जबसे अवधि प्रारंभ होती है
1	किसी सत्र न्यायालय या उच्च न्यायालय द्वारा अपने त्रैमासिक आपराधिक क्षेत्राधिकार के प्रयोग में पारित मृत्यु दण्ड से	तीस दिन	दण्डादेश का दिनांक
2	किसी अन्य दण्ड या किसी आदेश से जो दोषमुक्ति का नहीं		
(क)	उच्च न्यायालय में	साठ दिन	दण्डादेश का दिनांक
(ख)	किसी अन्य न्यायालय में	तीस दिन	दण्डादेश का दिनांक
(ग)	सर्वोच्च न्यायालय में– भारत का संविधान का अनुच्छेद 134(1) (क) और 134(1)(ख) के अधीन	तीस दिन	उच्च न्यायालय द्वारा स्वीकृत किये गये प्रमाण पत्र का दिनांक
(घ)	सर्वोच्च न्यायालय में भारत का सविधान के अनुच्छेद 134(1) (क) और 134(1)(ख) के अधीन	तीस दिन	अपील किये गये निर्णय, अन्तिम आदेश का दण्ड का दिनांक

किसी सिद्धदोष द्वारा अधीक्षक को प्रस्तुत की गयी अपील की याचिका, परिसीमा अधिनियम, 1963 (अधिनियम संख्या–26 सन 1963) के प्रयोजनों के लिए किसी न्यायालय में उसे प्रस्तुत किये जाने के सामान ही होगी। (दण्ड प्रक्रिया संहिता, 1973 की धारा 383 देखिये) अधीक्षक किसी सिद्धदोष की अपील को अपने पास नहीं रोकेगा भले ही परिसीमा द्वारा वर्जित प्रतीत हो।

मित्रों सम्बन्धियों या विधि परामर्शदाता विहीन सिद्धदोषियों के मामले में प्रक्रिया	66. किसी सिद्धदोष के पास यदि उसके लिए कार्य करने वाला कोई मित्र संबंधी या विधि परामर्शदाता न हो और या वह जेल के माध्यम से अपील करना चाहता हो तो अधीक्षक संबंधित न्यायालय को उस निर्णय या आदेश की एक प्रति के लिए आवेदन करेगा जिसके विरूद्ध अपील की जानी है। यदि एक ही मामले में बहुत से व्यक्ति दण्डि किये गये हों तो सभी के लिए निर्णय की एक प्रति ही पर्याप्त होगी। यह प्रति किसी एक याचिका में लगा दी जानी चाहिए जिस पर संलग्न की गयी अपील याचिकाओं में भी उस अपील याचिका की संख्या दर्शायी जानी चाहिए जिसमें निर्णय या आदेश की प्रति लगायी हो और उसमें न्यायालय से एक प्रार्थना भी की जानी चाहिए कि अपीलार्थी को दण्ड प्रक्रिया संहिता 1973 की धारा 382 के अधीन निर्णय या आदेश की प्रति लगाने से छूट दी जाय।
सिद्धदोषियों द्वारा जेल अपील की याचिका	67. जब निर्णय की प्रति प्राप्त हो जाय तो इस पर इसकी प्राप्ति का दिनांक लिख दिया जायेगा और अपील की याचिका जिला विधि सहायता प्राधिकरण द्वारा इस प्रायोजन से नियुक्त अधिवक्ता की सहायता से तैयार की जायेगी।
अपील की याचिका पर नोट किये जाने वाले विवरण	68. अधीक्षक अपील की याचिका को निर्णय या आदेश की प्रति के साथ अपीलीय न्यायालय को अग्रेषित कर देगा। अपील की याचिका पर निम्नलिखित सूचनाएं नोट की जाएंगी :– (एक) वह दिनांक जब निर्णय की प्रति के लिए आवेदन भेजा गया। (दो) वह दिनांक जब निर्णय की प्रति प्राप्त की गयी। (तीन) वह दिनांक जब सिद्धदोष ने अपील की याचिका प्रस्तुत की। (चार)अपील के आधार और (पांच) विलम्ब यदि कोई हो की मांफी के लिए प्रार्थना।
मुख्तारनामा ऐसे मामलों में जब सिद्धदोषी की ओर से अपील की गयी याचिका प्रस्तुत की जांय	69.(क) यदि सिद्धदोष का कोई मित्र या अभिकर्ता उसकी ओर से अपील दाखिल करने का जिम्मा लेता है तो इस व्यवस्था को एक मुख्तारनामा द्वारा प्राधिकृत अवश्य किया जाना चाहिए जो सिद्धदोष द्वारा हस्ताक्षरित हो और अधीक्षक या उसकी अनुपस्थिति में जेलर या डिप्टी जेलर द्वारा प्रमाणित किया जाना चाहिए। (ख) यदि निर्णय या आदेश की प्रति की प्राप्ति के पश्चात सिद्धदोषी का कोई नातेदार मित्र या अभिकर्ता उसकी ओर से अपील करने का जिम्मा लेता है और सिद्धदोषी इस व्यवस्था पर सहमति देता है तो निर्णय की प्रति को यथास्थिति ऐसे नातेदार मित्र या अधिकारी को दे दिया जायेगा।
इतिवृत्त पत्रक पर अभिलिखित किये जाने वाले अपील के विवरण	70. जिस दिनांक को सिद्धदोषी अपील करने या अपील न करने का निर्णय लेता है, उसके निर्णय को अपील रजिस्टर और अतिवृत्त पर उपलब्ध उपयुक्त स्थान पर अंकित किया जायेगा। यदि वह अपील करने का निर्णय लेता है तो अपील और उसके परिणाम से संबंधित वाद की प्रविष्टियों को भी उस पर अभिलिखित किया जायेगा। संबंधित डिप्टी जेलर/प्रभारी अधिकारी एक अपील रजिस्टर विहित प्रारूप में अनुरक्षित करेगा जिसमें वह सभी अपीलों चाहें वे निजी तौर पर हों या जेल अपील हों, के विवरण अंकित करेगा। वह जेलर और अधीक्षक के समक्ष उतनी बार जितनी बार आवश्यक हो रजिस्टर को प्रस्तुत करेगा। उस दिनांक से प्रारम्भ करते हुए जब बंदी ने अपील करने की इच्छा व्यक्त की, उस दिनांक तक जब अपील को निस्तारित करते हुए अपीलीय न्यायालय का आदेश प्राप्त किया जाय, ऐसे सभी दिनांक जब पूरी प्रक्रिया के दौरान कार्यवाही की गयी, की अपील रजिस्टर में प्रविष्टि की जायेगी और अधीक्षक द्वारा हस्ताक्षर किया जायेगा।

मृत्युदण्ड के सिद्धदोष की अपील	71. अधीक्षक मृत्युदण्ड के प्रत्येक सिद्धदोष को सूचित करेगा कि यदि वह उच्च न्यायालय में अपील करना चाहता है तो 30 दिन के भीतर आवश्य कर दें। यदि उसने अपील करने का निर्णय लिया है, परन्तु निर्णय की प्रतिलिपि प्राप्त नहीं हुई है तो अधीक्षक दण्ड के दिनांक से तीसवें दिन निर्णय की प्रतिलिपि की प्रतीक्षा किये बिना अपील की याचिका को उच्च न्यायालय के रजिस्ट्रार को अग्रसारित कर देगा। अग्रसारित किये जा रहे डाकेट पर वह नोट लिखेगा कि निर्णय की प्रतिलिपि के लिए आवेदन किया गया है, परन्तु यह समय से प्राप्त नहीं हुई है।
सुनवाई के दिनांको की नोटिस	72.जब सुनवाई के दिनांक की नोटिस प्राप्त हो जाय तो अधीक्षक सिद्धदोष को उक्त दिनांक संसूचित करेगा जो ऐसी नोटिस पर अपने बांये हाथ के अंगूठे का निशान लगायेगा या हस्ताक्षर करेगा। इसके बाद नोटिस को अधीक्षक द्वारा प्रमाणित किया जायेगा और न्यायालय या कार्यालय जहॉ से वह प्राप्त हुयी थी, वापस कर देगा। उच्च न्यायालय द्वारा निर्गत की गयी नोटिस तामीली किये जाने के पश्चात सम्बन्धित न्यायालय को इस पृष्ठांकन के साथ कि बंदी को सम्यक रूप से अवगत का दिया गया है, सीधे वापस भेज दी जायेगा और न्यायालय या कार्यालय जहॉ से नोटिस प्राप्त हुई थी, को तामीलीकरण किये जाने और सीधे वापस कर देने की सूचना दे दी जायेगी।
न्यायालय से प्राप्त आदेशिकाओं की बंदी पर तामील किया जाना	73. बन्दी (न्यायालय में उपस्थिति) अधिनियम 1995 (अधिनियम संख्या 32 सन् 1955) की धारा 9(2) और 6 और उत्तर प्रदेश बंदी (न्यायालय में उपस्थिति) नियमावली 1956 की की धारा 5 और 6 द्वारा यथा अपेक्षित जब किसी अपराध या राजस्व न्यायालय से किसी बंदी को निर्देशित कोई आदेशिका प्राप्त की जाती है तो अधीक्षक को मूल आदेशिका दिखलाकर और एक प्रतिलिपि उनके पास जमा करके इसको तामील करायी जायेगी। अधीक्षक, जिसको इसे तामील कराया गया हो यथाशीघ्र अपने पास जमा की गयी आदेशिका की प्रतिलिपि उस बंदी को दिखाने और समझाने की व्यवस्था करेगा, जिसे वह निदेशित की गयी हो और इसके बाद मूल आदेशिका पर इस आशय का प्रमाण पत्र पृष्ठांकित और हस्ताक्षरित करेगा कि ऐसा व्यक्ति उसके प्रभार वाले कारागार में निरूद्ध है, यह कि उसने आदेशिका को प्राप्त कर लिया है और यह कि इसको बंदी को दिखलायी और समझायी जा चुकी है, मूल आदेशिका पर बंदी के हस्ताक्षर या अंगूठे के निशान भी लिये जायेंगे। प्रतिलिपि को कार्यालय में जमा किया जायेगा, परन्तु यदि बंदी प्रार्थना करता है तो उसे दिखलायी और समझायी गयी प्रति किसी दूसरी व्यक्ति को भेजी जाय तो इसे अधीक्षक सरकारी खर्चे पर भिजवायेगा। यही नियम सिविल न्यायालयों द्वारा जारी आदेशिकाओं के संबंध में भी अपनाया जा सकेगा।
अपील परिणाम प्राप्त होने पर प्रक्रिया	74. जब किसी अपील पर आदेश प्राप्त हो जाय तो अधीक्षक इसके अभिप्राय को संबंधित बंदी को संसूचित करेगा और आदेश पर यह प्रमाण पत्र अंकित करेगा कि इसे इस प्रकार संसूचित कर दिया गया है। अपीलीय न्यायालय के आदेश की एक प्रतिलिपि और अन्य संबंधित पत्रजात को सिद्धदोष के वारंट के साथ लगा दिया जायेगा। जहॉ उच्च न्यायालय सामान्य नियमावली (आपराधिक) के अध्याय दस के नियम 5 के अधीन एक संशोधित वारंट जारी किया जाना हो और संशोधित वारंट आदेश की प्रति के साथ प्राप्त न हुआ हो तो अधीक्षक न्यायालय को इसकी रिपोर्ट करेगा जिसके द्वारा ऐसा संशोधित वारंट जारी किया जाना अपेक्षित हो।
किसी सिद्धदोष के किसी अन्य जेल में	75. जब किसी सिद्धदोषी की अपील पर निर्णय या आदेश की प्रति प्राप्त होने से पूर्व सिद्धदोषी को किसी अन्य जेल में स्थानांतरित कर दिया गया हो तो यथास्थिति निर्णय या आदेश की प्रति प्राप्त होने

स्थानांतरण की दशा में अपील के परिणाम की संसूचना	पर प्रस्तर 49 में दी गयी प्रक्रिया का अनुसरण किया जायेगा।
दण्ड के पुनरीक्षण की याचिकाओं पर भी इस अध्याय के उपबन्ध लागू होंगे	76. इस अध्याय में दिये गये उपबंध दण्ड प्रक्रिया संहिता, 1973 के अध्याय तीस के अधीन दण्ड के पुनरीक्षण के लिए याचिकाओं पर भी जहां तक हो सके, लागू होंगे।
दण्ड में वृद्धि की नोटिस प्राप्त होने या दोष मुक्ति के विरूद्ध सरकारी अपील दाखिल करने की प्रक्रिया	77. (क) जब उच्च न्यायालय से कारण बताओ नोटिस प्राप्त हो कि किसी सिद्धदोषी के दण्ड को क्यों न बढ़ा दिया जाय और इन मामलों में जहां दोष मुक्ति के विरूद्ध उच्च न्यायालय में राज्य सरकार की ओर से अपील की जा चुकी हो तो अधीक्षक सिद्धदोषी से पूछेगा कि क्या वह उच्च न्यायालय के समक्ष व्यक्तिगत रूप से उपस्थित होने की अनुमति के लिए आवेदन करना चाहता है। (ख) मृत्यु दण्ड से दण्डित सिद्धदोषियों से यह नहीं पूछा जायेगा कि क्या वे उच्च न्यायालय के समक्ष उपस्थित होना चाहते हैं। यदि कोई सिद्धदोषी स्वंय ही अपनी इच्छा से व्यक्तिगत उपस्थिति के लिए आवेदन करता है तो उसका आवेदन न्यायालय के समक्ष प्रस्तुत कर दिया जायेगा। (ग) जब कोई सिद्धदोषी व्यक्तिगत उपस्थिति की अनुमति के लिए उच्च न्यायालय में आवेदन करना चाहता है तो अधीक्षक ऐसे आवेदन को आदेश के लिए न्यायालय को अग्रसारित करेगा और न्यायालय द्वारा ऐसे आवेदन को स्वीकार किये जाने पर ही सिद्धदोषी की न्यायालय में उपस्थिति के लिए व्यवस्था की जायेगी। (घ) जब किसी सिद्धदोषी को उच्च न्यायालय में व्यक्तिगत रूप से उपस्थित होना हो तो उसे यथास्थिति नैनी (प्रयागराज) स्थित केन्द्रीय कारागार में या जिला कारागार लखनऊ में स्थानांतरित कर दिया जायेगा।
सिद्धदोष कैदी के मामलों में याचिकायें प्रस्तुत करने के नियम	78. मृत्यु दण्ड के सिद्धदोषी से दया याचिका को प्रस्तुत करने को जो नियम शासित करते हैं वे नियम अध्याय उन्नीस में दिये गये हैं।
मृत्यु दण्ड से भिन्न दण्ड से दण्डित सिद्धदोषियों द्वारा दया याचिका के मालों में प्रक्रिया	79.(क) सिद्धदोष बंदी से भिन्न कोई सिद्धदोषी राज्य सरकार को दया की याचिका प्रास्तुत कर सकता है और यदि वह ऐसा चाहता है तो उसे ऐसी याचिका तैयार करने और प्रस्तुत करने की सुविधायें दी जायेंगी। (ख) अधीक्षक ऐसी याचिकाओं को विहित प्रारूप में सीधे दोषसिद्ध के जिला के जिला मजिस्ट्रेट को अग्रासरित करेगा। (ग) जेल में सिद्धदोषियों को निर्णयों की प्रतियां निःशुल्क प्राप्त करने की अनुमति है और उनकी याचिकाओं के साथ ऐसी प्रतियां लगायी जायेंगी। (घ) किसी सिद्धदोषी से या उसकी ओर से जिला मजिस्ट्रेट को प्राप्त हुई दया याचिका, सिद्धदोषी की

	आयु, स्वास्थ्य और आचरण तथा जेल में उसके द्वारा व्यतीत की गयी अवधि आदि की सूचना सहित रिपोर्ट महानिरीक्षक को प्रस्तुत किया जाना अपेक्षित हैं यह सूचना जिला मजिस्ट्रेट द्वारा सीधे जेल अधीक्षक से प्राप्त की जायेंगी। याचीगण का यह दायित्व है कि वे अपनी याचिकाओं के साथ निर्णय की प्रति दाखिल करें और यादि ऐसा नहीं किया जाता है तो याचिका खारिज की जा सकती है।
सेना न्यायालय द्वारा पारित किसी दण्ड के प्रति दाखित अपील	80. किसी सेना न्यायालय द्वारा पारित किसी दण्ड के विरूद्ध अपील को उपयुक्त न्यायालय और प्राधिकरण को अग्रसारित कर दिया जायेगा।
याचिकाओं, अपीलों और विशेष अनुमति अपीलों का प्रेषण	81 किसी बंदी द्वारा की गयी कोई याचिका या अपील या अन्य कागजात, जो किसी न्यायालय को सम्बोधित किये गये हों उसमें लिखी किसी बात भाषा अथवा उसमें की गयी प्रार्थना के संबंध में न्यायालय की सक्षमता पर विचार किये बिना अधीक्षक द्वारा रोककर नहीं रख जायेगा। ऐसी प्रत्येक याचिका आदि बिना अनावश्यक विलम्ब के सीधे संबंधित न्यायालय को अग्रसारित कर दी जायेगी। बन्दियों के फैक्स संदेशें को सरकारी व्यय पर न्यायालय को नहीं भेजा जाएगा। जब तक कि बंदी फैक्स शुल्क का भुगतान नहीं करता है तब तक ऐसे डाक द्वारा अग्रसारित किये जायेंगे। यदि अधीक्षक द्वारा किसी मामले में आवश्यक समझा जाय तो याचिका या अपील की प्रतियां बाद में यथास्थिति संबंधित जिला मजिस्ट्रेट या ऐसे अन्य सुसंगत प्राधिकारियों को सूचनार्थ अग्रसारित की जा सकती है। विशेष अनुमति अपील` प्रस्तुत करने को शासित करने की प्रक्रिया उच्चतम न्यायालय नियमावली 1950 के आदेश **XVIII** के नियम 1, 2, 3 और 4 तथा आदेश **XXI** के नियम–2 के साथ पठित आदेश **XVIII** के नियम 1 और 4 में अंतर्विष्ट है। इसमें दिया गया है कि विशेष अनुमति अपील को उचित प्रारूप में बनाया जाना चाहिए और इसके साथ निम्नलिखित दस्तावेज संलग्न करना चाहिए :– (एक) अपील किये गये न्यायालय के निर्णय की प्रमाणित प्रतिलिपि (दो) इस आशय का शपथ पत्र कि विशेष अनुमति अपील के लिए याचिका की नोटिस प्रत्यर्थियों को तामील करा दी गयी है। (तीन) उच्च न्यायालय नियमावल 1950 के आदेश **XVII** के नियम 4 द्वारा यथा अपेक्षित याचिका के समर्थन में एक शपथ पत्र (चार) याचिका दाखिल करने में विलम्ब की मांफी के लिये आवेदन पत्र यदि आदेश **XXI** के नियम 2 के साथ पारित आदेश **XIII** के नियम 1 द्वारा विहित परिसीमा अवधि की समाप्ति के पश्चात प्रस्तुत की जाती है।

अध्याय–8

बंदियों की मुक्ति

बंदियों की मुक्ति	82. बन्दियों की मुक्ति के दिनांक की गणना करने के नियम ऐसे होंगें जैसा कि नियम 32 में निर्धारित किये गये हैं।
तीन माह से कम अवधि के बन्दियों के नाम मुक्ति रजिस्टर में लिखा जाना	83. तीन मास से कम के मूल दण्ड के किसी बंदी के जेल में प्रवेश के समय उसका नाम, मुक्ति रजिस्टर में उस दिनांक के साथ अंकित किया जायेगा जब उसका दण्ड समाप्त होगा। यदि बाद में विशेष परिहार दिया जाता है तो इस दिनांक को तद्नुसार परिवर्तित किया जायेगा।
तीन माह से या उससे अधिक के दण्ड से दण्डित सिद्धदोषियों के लिए चेकडेट नियत किया जाना	84. इन सिद्धदोषियों के नाम जिनके मूल दण्डादेश तीन माह या उससे अधिक है प्रवेश के समय मुक्ति रजिस्टर में प्रविष्टि नहीं किये जायेंगे। ऐसे प्रत्येक सिद्धदोषी के लिए एक दिनांक जिसे चेकडेट कहा जाता है, नियत किया जायेगा। यह दिनांक ऐसा दिनांक होगा जिस दिनांक को सिद्धदोषी अपना आख्या दण्ड पूर्ण कर लेगा। चेकडेट मुक्ति रजिस्टर में उस पृष्ठ पर अंकित किया जायेगा जो उस माह के लिए आवंटित होगा जिसमें चेकडेट पड़ता हो और इसे इतिवृत्त पत्रक, वारंट आवरण तथा परिहार कार्ड पर भी अंकित किया जायेगा और सभी प्रविष्टियॉ उस अधिकारी द्वारा अभिलिखित की जायेंगी जिसे बंदियों के प्रवेश और मुक्ति का दायित्व सौंपा गया हो और जेलर तथा अधीक्षक इसे प्रतिहस्ताक्षरित करेंगे।
चौदह वर्ष से अधिक अवधि के लिए कारावास से दण्डित सिद्धदोषी की चेकडेट	85. किसी सिद्धदोषी की चेकडेट जिसे कुल मिलाकार चौदह वर्ष से अधिक अवधि के कठोर कारावास से दण्डित किया गया हो, इस प्रकार नियत की जायेगी मानो उसे चौदह वर्ष के कारावास का दण्ड दिया गया है। यह दिनांक बाद में नियम 181 में यथा निर्धारित चौदह वर्ष के अधीन प्रस्तुत की गयी अभिहित पंजी पर राज्य सरकार के आदेशों के अनुसार पुनरीक्षित किया जायेगा।
कतिपय मामलों में नया चेकडेट नियत करना	86. अधीक्षक एक नया चेक डेट नियत करवायेगा जब कभी : (एक) किसी सिद्धदोषी का दण्ड बढ़ाया या घटाया जाय। (दो) किसी सिद्धदोषी का जुर्माना पूरा या आंशिक भुगतान कर दिया जाय। (तीन) कोई सिद्धदोषी विस्तारित परिहार प्राप्त करे या खो दें। चौदह वर्ष के नियम के अधीन राज्य सरकार के आदेश नियम 183 के अधीन निर्धारित किये गये हैं।

मुक्ति के अंतिम दिनांक को नियत किया जाना	87. प्रत्येक माह के प्रथम सप्ताह में अधीक्षक द्वारा इस कार्य को सौंपे गये प्रभारी अधिकारी प्रत्येक सिद्धदोषी जिसका नाम आगामी आने वाले माह के अन्तर्गत मुक्ति चेक रजिस्टर में अंकित है, वारंट, इतिवृत्तक और परिहार कार्ड की जांच करेगा और सिद्धदोषी द्वारा पहले से अर्जित परिहार और इसके बाद का अंतराल दिनांक नियत करेगा। जेलर इन प्रविष्टियों का पुनः परीक्षण करेगा और अंतिम रूप से परीक्षण कर लिये जाने और अधीक्षक द्वारा अनुमोदित कर दिये जाने के पश्चात सिद्धदोषी के नाम को अंतिम रूप से नियत दिनांक के साथ मुक्ति रजिस्टर में प्रविष्ट कर दिया जायेगा और ऐसी प्रविष्टि परिहार कार्ड में भी की जायेगी। परन्तु यह कि मुक्ति आने वाले तीन माह के भीतर नहीं पड़ती है तो जेलर या इस कार्य को सौंपा गया अधिकारी अनुमान के आधार पर एक नया चेकडेट नियत करेगा जो मुक्ति के पुर्वानुमानित दिनांक के पूर्ववर्ती तीन माह के भीतर नहीं होगा जहां तक कि तत्समय उपलब्ध सूचना से इसे सुनिश्चित किया जा सके। अधीक्षक जेलर और इस कार्य को सौंपा गया अधिकारी प्रविष्टि और वारंट, अथवा वारंट आवरण परिहार कार्ड और इतिवृत्तक पर इस प्रकार की गयी सभी प्रविष्टियों पर हस्ताक्षर करेंगे।
मुक्ति किये जाने वाले सिद्धदोषियों की परेड	88. प्रत्येक माह के 25 वें दिन या इसके पूर्व सभी अगले माह मुक्त किये जाने वाले बंदियों की अधीक्षक के समक्ष परेड करायी जायेगी और ऐसा दिनांक सूचित किया जायेगा जिन दिनांक को उन्हें मुक्त किया जायेगा।
सिद्धदोषियों की मुक्ति के बा द की देखभाल के लिए मुक्ति के दिनांक की सूचना सरकार द्वारा मान्य संगठनों को दिया जाना	89. अधीक्षक प्रत्येक माह के अंत से पूर्व सिद्धदोषियों के मुक्ति के बाद की देखभाल और पुनर्वास के लिए शासन द्वारा मान्य संगठनों को ऐसी सूचना भेजे जाने के माह से तीसरे माह में मुक्त किये जाने वाले सभी सिद्धदोषियों की मुक्ति चाहे उनका निवास स्थान कहीं भी हों के दिनांक से संबंधित सूचना भेजेगा। इस सूचना में सिद्धदोषी द्वारा जेल में भी सीखे गये उद्योग, यदि कोई हो का विवरण दिया जायेगा ऐसे संगठन के अध्यक्ष या सचिव यदि कोई हो को ऐसी सुविधायें दी जायेंगी जैसा कि सरकार द्वारा अनुमोदित की जांय। यदि कोई परिवीक्षा अधिकारी नियुक्त किया गया है तो उसे जेल का दौरा करने और अपने कार्य के दौरान बंदियों से बात करने के लिए युक्तियुक्त सुविधाएं स्वीकृत की जायेंगी। तथापि उपरोक्त व्यक्तियों को ऐसे अवसरों पर जेल के अन्य हिस्सों का दौरा करने की अनुमति नहीं दी जायेगी।
ऐसे सिद्धदोषी की मुक्ति जिसकी मुक्ति के दिनांक को अवकाश हो	90. कोई सिद्धदोषी जिसका मुक्ति का दिनांक किसी रविवार अथवा जेल के किसी अवकाश के दिन जैसा प्रस्तर 837 में निर्दिष्ट हैं पड़ता है तो उसको पूर्ववर्ती दिनांक को मुक्त किया जायेगा।
मुक्ति के दिनांक पर तत्परता से अनुपालन किया	91. किसी न्यायालय के ऐसे आदेश का जिसमें किसी बंदी की चाहे वह सिद्धदोषी हो या विचाराधीन बंदी हो, मुक्ति का निर्देश दिया गया हो, युक्तियुक्त तत्परता से अनुपालन किया जायेगा और जबतक किसी अन्य प्राधिकारी द्वारा उसे जेल में आगे भी निरूद्ध रखना अपेक्षित न हो, सामान्य तथा बंदी को

जाना	उसी दिन मुक्त कर दिया जायेगा। यदि उक्त आदेश अधीक्षक के जेल से जाने के पश्चात हुआ है और बंदी की मुक्ति अगले दिन के लिए स्थगित रखे बिना उसका आदेश प्राप्त किया जाना संभव न हो तो जेलर का स्वयं अपने उत्तरदायित्व पर उक्त आदेश का अनुपालन करना चाहिए और अधीक्षक के जेल के अगले दौर पर आने पर अपनी कार्यवाही का अनुमोदन प्राप्त करना चाहिए। तथापि यदि बंदी को मुक्त करने का निर्देश देने वाला कोई आदेश जेल में सर्दियों के समय 4:30 बजे सांय और गर्मियों में 5:30 बजे सांय के पश्चात पहुँचता है जब जेल के नियमों के अनुसार बन्दियों को रात्रि के लिए बन्द कर दिया गया हो तो प्रवेश और मुक्ति के लिए प्रभारी अधिकारी इस आशय की प्रविष्टि एक रजिस्टर में करेगा और जिन बंदियों की मुक्ति का आदेश प्राप्त किया गया है उनके नामों की सूची यथोचित टिप्पणी के साथ जेल के द्वार पर प्रदर्शित की जायेगी। डाक द्वारा प्राप्त मुक्ति के सभी आदेशों का तार द्वारा पुष्टि के बाद उसीदिन अनुपालन किया जायेगा। कानून व्यवस्था की अत्वाश्यकताओं को दृष्टिगत रखते हुए जिला मजिस्ट्रेटट किसी बंदी की मुक्ति के आदेश पर जेल में ताला बन्द हो जाने के बाद अपने हस्ताक्षर और मुहर से इसके कारणों को अभिलिखित करके अनुपालन की अनुमति दे सकता है और अधीक्षक को इसे संसूचित कर देगा। टिप्पणी :– इलाहाबाद उच्च न्यायालय सी0एल0संख्या–42/सात ब–47, दिनांक–28 अप्रैल, 1978– सभी पीठासीन अधिकारियों को मुक्ति या रिमाण्ड के आदेश पर पर्याप्त पठनीय हस्ताक्षर करना चाहिए जैसा जी0आ0 (आपराधिक) के नियम 9 और 66 के अधीन अपेक्षित है। इस तरह के आदेशों पर पीठासीन अधिकारियों के हस्ताक्षर के नीचे उनके नाम और पदनाम और जिला के भी नाम वाली रबर की मुहर अवश्य लगायी जानी चाहिए और वे यह भी सुनिश्चित करेंगे कि मुक्ति या रिमाण्ड के आदेश तत्परतापूर्वक भेजे जांय, जिससे सर्दियों में 4:00 बजे सांय और गर्मियों में 5:00 बजे सांय तक विलम्बतम पहुँच जांय।
मुक्ति आदेश का अधि प्रमाणित करना	92. अधीक्षक किसी बंदी को किसी प्राधिकारी के अनौपचारिक दस्तावेज पर मुक्त नहीं करेगा। न्यायालय के पीठासीन अधिकारी द्वारा सम्यक हस्ताक्षरित और न्यायालय की मुहर लगे मुक्ति आदेश पर ही केवल कार्यवाही की जायेगी। ऐसे आदेशों में मुक्त किये जाने वाले बंदियों के संबंध में पूर्ण विवरण दिया जायेगा और न्यायालयों द्वारा यथा संभव न्यायालय के अनुसेवक के माध्यम से डाकपुस्तिका में सम्यक रूप से अंकित करने भेजा जायेगा। मुक्ति के सभी आदेश को कार्यवाही करने के पूर्व जेलर और प्रभारी अधिकारी द्वारा यह देखने के लिए सावधानी पूर्वक संवीक्षा की जायेगी कि न्यायालय की मुहर और पीठासीन अधिकारी के हस्ताक्षर वास्तविक है और अभिरक्षा वारंट तथा मुक्ति आदेश में अंकित विवरणों में कोई अंतर तो नहीं है। संदेह होने पर आदेश का अनुपालन के पूर्व संबंधित न्यायालय को निर्दिष्ट कर देना चाहिए। (92–क) मा0 उच्चतम् न्यायालय के समस्त आदेश और 'फास्टर सिस्टम' के माध्यम से प्राप्त दस्तावेज, अधिप्रमाणित किये गये समझे जायेंगे और उनका अनुपालन किया गया समझा जायेगा।
रडियोग्राम द्वारा आदेश	93. अधीक्षक केवल रेडियोग्राम के प्राधिकार पर ही किसी बंदी को मुक्त नहीं करेगा ऐसे आदेशों की पुष्टि डाक द्वारा या एक दूसरे के बदले की जानी चाहिए।
बीमार बंदी को मुक्त किया जाना	94. किसी गंभीर घातक रोग से पीड़ित किसी बंदी को जिसकी मुक्ति के आदेश न्यायालय द्वारा दिये गये हों या जब उसकी दण्ड की अवधि समाप्त हो चुकी हो, जेल से छोड़े दिया जायेगा और यदि चिकित्सा अधिकारी की राय में ऐसा आवश्यक हो तो बंदी के निकटतम नातेदार को सूचित करते हुए समीप के सरकारी अस्पताल में भेज दिया जायेगा।
दण्ड प्रक्रिया संहित 1973 की धारा	95. यदि दण्ड प्रक्रिया संहिता 1973 की धारा 122(4) के अधीन जेल के अधीक्षक को प्रतिभूति प्रस्तुत की गयी हो तो वह मामले को तत्काल आदेश करने वाले न्यायालय या मजिस्ट्रेट को संदर्भित कर देगा

122(4) के अधीन प्रस्तुत की गयी प्रतिभूति की रिपोर्ट	और ऐसे न्यायालय या मजिस्ट्रेट के आदेश की प्रतीक्षा करेगा।
बंदी की सही मुक्ति का उत्तरदायित्व	96. अधीक्षक, जेलर और संबंधित प्रभारी अधिकारी बंदियों की सही मुक्ति के लिए उत्तरदायी होंगे।
किसी सिद्धदोषी को मुक्त करने से पूर्व जेलर द्वारा की जाने वाली कार्यवाही	97. किसी सिद्धदोषी को जेल से मुक्त करने से पूर्व जेलरः– (क) वारंट और रजिस्टर में दी गयी दण्ड की शर्तो की जांच करेगा और मुक्ति किये जाने के बंदी के हक के प्रति अपना समाधान करेगा। (ख) वारंट और जेल के रजिस्टर में दिये गये पहचान चिन्हों का सिद्धदोष के चिन्हों से मिलान करेगा और उसकी फोटो बायोमेट्रिक डाटा आदि, यदि कोई हो अंगूठे के निशान तथा उसके हस्ताक्षर का मिलान करेगा और उसके प्रत्येक दिन लिये गये निशानों से मिलान करेगा जिससे सिद्धदोष की पहचान बिना किसी संदेह के निश्चित हो सके। (ग) सिद्धदोषी को उसके वस्त्रों और अन्य सम्पत्ति, इतिवृत्तक, वारंट और प्रवेश तथा मुक्ति के जेलर रजिस्टर के साथ अधीक्षक के समक्ष प्रस्तुत करेगा। (घ) यह सुनिश्चित करेगा कि जारी किये गये वारंट और मुक्ति के आदेश उच्च न्यायालय के परिपत्र संख्या'123/सात–एच–16, दिनांक–25.09.1975 के अनुपालन में है। टिप्पणी :– इलाहाबाद उच्च न्यायालय सी एल संख्या–123/सात–एच–16, दिनांक–25 सितम्बर, 1975 : न्यायालय ने टिप्पणी की है कि आमतौर पर न्यायिक मजिस्ट्रेट किसी व्यक्ति को जेल की अभिरक्षा में वापस करते समय वारंट जारी करने में उचित ध्यान नहीं रखते और इसके परिणामस्वारूप दोषपूर्ण वारंट जिस पर या तो न्यायालय की मुहर नहीं होती है या उचित फार्म पर नहीं होता है या उससे पूरा आदेश ही नहीं होता है, होने के कारण व्यक्तियों को मुक्त करने के आदेश दे दिये जाते हैं। ऐसे अवसरों से बचने के लिए आवश्यक है कि जेल की अभिरक्षा में जाते समय वारंट जारी करने में न्यायिक मजिस्ट्रेट को समुचित ध्याना देना चाहिए। उनके मस्तिष्क में यह बात भलीभांति होनी चाहिए कि इस संबंध में कानून से सभी उपबंधों का भी अनुपालन सख्ती से किया जाना चाहिए। (दो) इलाहाबाद उच्च न्यायालय सी0एल0 संख्या–114/सात बी–47–प्रशा0(जी), दिनांक–7.10.1979 :– न्यायालय ने टिप्पणी की है कि बहुधा अधीनस्थ न्यायालयों द्वारा भेजे गये मध्यांतरिक अभिरक्षा के वारंट और मुक्ति के आदेश में आवश्यक सभी जानकारियों नहीं दी जाती है। उनमें आमतौर पर वाद संख्या, पुलिस थाना का नाम, पिता का नाम, आयु और बंदी का निवास का पता नहीं होता है। उनमें अपराधियों का विवरण अपराध संख्या, भारतीय दण्ड संहिता और अन्य अधिनियमों की धारायें भी नहीं दी गयी होती है। सभी पीठासीन अधिकारियों को निदेशित किया जाता है कि उनके द्वारा जारी किये जाने वाले मध्यांतरिक अभिरक्षा के वारंट और मुक्ति के आदेश में सभी पूर्वोक्त विवरण स्पष्टतः भरे जांय।
दण्ड पूरा होने पर वारंट और जेल रजिस्टर की जांच करना	98. अधीक्षक अभिरक्षा वारंट और जेल रजिस्टर की जांच करेगा और स्वयं यह समाधान करेगा कि सिद्धदोष दण्ड पूरा हो गया है अथवा यदि उपान्तरित होता है कि उसने ऐसे उपरान्तरण के लिए सम्यक और पर्याप्त प्राधिकार प्राप्त कर लिया है।
सिद्धदोषी की पहचान का सत्यापन करना	99. अधीक्षक सिद्धदोषी की विवरण पंजी को पढ़वायेगा और सिद्धदोषी की पहचान के संबंध में किसी संदेह के बिना अपना समाधान करेगा। तद्नुसार वह सिद्धदोष के मुक्ति वारंट के पृष्ठ भाग पर मुक्ति के आदेश को पृष्ठांकित करेगा और मुक्ति तथा प्रवेश रजिस्टर में मुक्ति के दिनांक पर हस्ताक्षर करेगा।

मुक्ति के समय बंदी की सम्पत्ति को सौंपना	100. प्रत्येक बंदी को मुक्त करते समय जेलर उसे उसके सभी सम्पत्ति यदि कोई हो को सौंप देगा। प्रवेश रजिस्टर में अंकित की गयी सम्पत्ति की सूची के सामाने शब्द सम्पत्ति प्राप्त की गयी की मुहर लागायी जायेगी और सिद्धदोष के बांये हाथ के अंगूठे का निशान या हस्ताक्षर उसके नीचे प्राप्ति के रूप में लिया जायेगा। अधीक्षक अपना समाधान कर लेगा कि सिद्धदोष ने अपनी सभी धनराशि और निजी सम्पत्ति प्राप्त कर ली है और प्रवेश रजिस्टर में प्रविष्टि पर प्रति हस्ताक्षर करेगा।

मध्यान्ह भोजन के पूर्व मुक्ति को पूर्ण करना	101. आमतौर पर सिद्धदोषियों को यथाशक्य उनके द्वारा प्रातः आहार लेने के पश्चात और मध्यान्ह भोजन लेने के पूर्व मुक्त कर दिया जायेगा।
निराश्रित बंदियों को मुक्ति के समय वस्त्र दिया जाना	102. अधीक्षक ऐसे प्रत्येक बंदी, जिसके वस्त्र बेच दिये गये हैं या नष्ट कर दिये गये हैं या स्वास्थ्य या लोकलाज के प्रयोजन से अपर्याप्त है, को प्रस्तर 103 में निर्धारित मापदण्ड के अनुसार वस्त्र देगा। निराश्रित बंन्दियों को मुक्ति के समय वस्त्रों की आपूर्ति पर व्यय को उपयुक्त बजट शीर्ष के नामे डाला जायेगा।
मुक्ति के समय निराश्रित बन्दियों को दिये जाने वाले वस्त्रों का मापदण्ड	103. अधीक्षक मुक्ति पर किसी निराश्रित बंदी को उपयुक्त वस्त्र दे सकता है। कड़ाके की सर्दी के मौसम में वास्तव में निराश्रित और जरूरतमंद बंदी को जो वृद्ध और कमजोर है और जब रात्रि में यात्रा की जानी हो तो काम आने वाला एक कम्बल दिया जा सकता है। उच्चतर श्रेणी के सिद्धदोषी जिनके पास अपने वस्त्र नहीं हो को धोती और एक पायजामा साथ ही साथ एक जोड़ी चप्पल भी दी जानी चाहिए। निराश्रित सिद्धदोषियों के लिए वस्त्रों की आपूर्ति ऐसे जेलों से जैसा महानिरीक्षक द्वारा विर्निष्टि किया जाय मांत्र द्वारा की जाना चाहिए।
दण्ड पूरा होने का प्रमाण पत्र	104. प्रत्येक सिद्धदोषी को मुक्ति पर इस आशय का प्रमाण पत्र दिया जायेगा कि उसने कारावास की अवधि पूरी कर ली है और जेल में रहते हुए उसके द्वारा सीखे गये किसी उद्यम में दक्षता प्राप्त करने का भी प्रमाण पत्र दिया जायेगा।
सिद्धदोषी को दिये जाने हेतु आहार की धनराशि का मापदण्ड	105. आहार के लिए धनराशि ऐसे सिद्धदोषियों को संदत्त की जायेगी, जिनकी मुक्ति के समय उनके खाते में 100 रूपये से कम की धनराशि हो और ऐसी धनराशि जेल के एक दिन के सामान्य आहार की धनराशि के बराबर होगी। 100 किलोमीटर या उससे कम दूरी की यात्रा होने पर किसी आहार धनराशि का भुगतान नहीं किया जायेगा।
कतिपय मामलों में रेल टिकट या बस का किराया दिया जाना	106. किसी सिद्धदोषी को जिसका घर उस जेल से जहॉ से वह मुक्त किया जा रहा है, आठ किलोमीटर से अधिक हो उसके घर तक रेल या बस से सर्वाधिक सुविधाजनक रूप से पहुंचने के अनुसार रेलवे टिकट या बस का किराया दिया जा सकेगा। किसी सिद्धदोषी को रेलवे टिकट के साथ–साथ बस का किराया भी दिया जा सकता है यदि

	उसका घर निकटतम रेलवे स्टेशन से आठ किलोमीटर से अधिक दूरी पर हो और उस स्टेशन से घर के लिये बस मार्ग हो। ऐसे जेलों के मामलों में जो रेलवे स्टेशन के आठ किलोमीटर की दूरी पर स्थित है जेल से निकटतम रेलवे स्टेशन तक बस का किराया भी दिया जा सकता है। परन्तु यह कि किसी बंदी को रेलवे स्टेशन टिकट या बस किराया नहीं दिया जायेगा यदि जेल में उसके नाम इतनी धनराशि जमा हो कि उसके पास अपने फुटकर खर्चों के लिए सौ रूपये छोड़ने के बाद अपने किराये के लिए पर्याप्त धनराशि हो। रेलवे का टिकट द्वितीय श्रेणी का होगा। ऐसे सिद्धदोषी को जो चिकित्साधिकारी की राय में बीमारियां या शारीरिक अक्षमता के कारण पैदल यात्रा के योग्य न हो, रेलवे टिकट या बस का किराया दिये जाने के साथ–साथ यात्रा के उन भागों के लिए जिनके लिए उसे रेल टिकट या बस का किराया न दिया गया हो जेल या यथास्थिति निकटतम रेलवे स्टेशन या बस स्टैण्ड, से उसके घर की दूरी पर विचार किये बिना समुचित सवारी व्यय भी दिया जा सकेगा।
भारतीय रेल अधिनियम 1890 के अधीन दोषसिद्ध बन्दियों को रेल किराया नहीं दिया जाना	107. भारतीय रेल अधिनियम 1890 (अधिनियम संख्या 9 सन् 1890) के अधीन बिना टिकट यात्रा करने के लिए कारावास से दण्डित सिद्धदोषी चाहे इस राज्य या किसी अन्य राज्य का निवासी हो को मुक्ति पर अपने गंतव्य तक जोन के लिए रेलवे टिकट या बस का किराया नहीं दिया जायेगा। तथापि वे नियम 107 में निर्धारित मापदण्ड के अनुसार अन्य बंदियों की भांति निर्वाह भत्ता के हकदार होंगे : परन्तु यह कि उनको दिया गया निर्वाह भत्ता अधिकतम सात दिनों की अवधि तक सीमित होगा या ऐसे मामलों में जिनमें उनके घर तक रेलवे का किराया इस धनराशि के कम है, निर्वाह भत्ता रेलवे किराया से अधिक नहीं होगा।
अन्य राज्यों के निवासी सिद्धदोषियों के रेलवे टिकट और भत्ता	108. कोई सिद्धदोषी जो किसी अन्य राज्य का निवासी हो किन्तु इस राज्य में दोषसिद्ध हुआ हो, मुक्ति पर निर्वाह भत्ता, और अपने घर तक के लिए रेलवे टिकट पाने का हकदार होगा।
निष्पादन के पश्चात रिट आदेश या वारंट की वापसी	109. अधीक्षक विचारण के लिए सुपुर्दगी के वारंट को छोड़कर प्रत्येक रिट, आदेश वारंट के निष्पादन या कार्यान्वयन के पश्चात अथवा उक्त के द्वारा सुपुर्द किये गये व्यक्ति की मुक्ति के पश्चात ऐसे रिट, आदेश या वारंट को उस न्यायालय को तत्काल लौटा देगा जिसके द्वारा इसे जारी किया गया हो अथवा दिया गया हो और उस पर एक प्रमाण पत्र पृष्ठांकित करेगा और हस्ताक्षर करेगा जिससे यह प्रदर्शित हो जाय कि उसे कैसे निष्पादित किया गया है अथवा उसके निष्पादन से पूर्व उसके द्वारा सुपुर्द किये गये व्यक्ति को अभिरक्षा से क्यों मुक्त कर दिया गया है। यदि सिद्धदोष का वारंट जारी करने वाला सत्र या मजिस्ट्रेट न्यायालय कार्यशील न हो तो संबंधित न्यायालय को ऐसा करने के लिए रिकार्ड की टिप्पणी के साथ वापस कर दिया जायेगा। यदि किसी सिद्धदोषी को अलग–अलग वारंट के अन्तर्गत दो या अधिक दण्ड भुगतने हैं तो ऐसे वारंट तब लौटाये जायेंगे जब दण्ड संयुक्त रूप से निष्पादित हो चुके हों। भाग निकलने वाले या त्रुटिवश किये गये सिद्धदोष की जो अभी भी भागा हुआ हो और पुनः पकड़ा नहीं जाता है, सुपुर्दगी के वारंट को मांगने के दिनांक से दस वर्ष के पश्चात उस पर सिद्धदोष के भागने या गलती से मुक्त करने के दिनांक दर्शाते हुए और अधीक्षक द्वारा हस्ताक्षरित प्रमाण पत्र पृष्ठांकित करते हुए संबंधित न्यायालय को वापस किया जाना चाहिए।

सैन्य सिद्धदोषियों के वारंट की वापसी	110. दण्ड के निष्पादन के पश्चात सामान्य या जिला सैन्य न्यायालय द्वारा दण्डित सिद्धदोषी की सुपुर्दगी के वारंट को सिद्धदोष करने वाले प्राधिकारी को वापस कर दिया जायेगा।
रेलवे चोरों और ठगों के वारंट की वापसी	111. अधीक्षक प्रत्येक रेल चोर अथवा ठग के वारंट को राजकीय रेलवे पुलिस के मुख्यालय, उत्तर प्रदेश लखनऊ के माध्यम से दोषसिद्ध करने वाले न्यायालय को वापस कर देगा।
पुलिस में रजिस्ट्रीकृत सिद्धदोषी	112. पुलिस रजिस्टर्ड सिद्धदोषी जो निरूद्ध हों और उत्तर प्रदेश के निवासी हों, की मुक्ति को निम्नलिखित नियमों द्वारा विनियमित होंगे :– पुलिस में रजिस्ट्रीकृत सिद्धदोषी एक ऐसा सिद्धदोषी है जिसका पुलिस इतिवृत्त होता है जिसके लिए पी0आर0 पर्ची तैयार की जाती है और पुलिस अधीक्षक द्वारा उस जेल के अधीक्षक को जिसमें ऐसा सिद्धदोषी निरूद्ध है, अग्रेषित की जाती है। अधीक्षक पी0आर0 पर्ची की पावती पुलिस अधीक्षक को प्रस्तुत करेगा और यह देखेगा कि पी0आर0 पर्ची सिद्धदोषी के वारंट के साथ लगा दी गयी है और किसी भी जेल जहॉ वह बाद में स्थानांतरित किया जाय, को उसके साथ भेज देगा। प्रवेश रजिस्टर, मुक्ति जांच रजिस्टर और मुक्ति रजिस्टर के साथ–साथ इतिवृत्त पत्रक और वारंट में सिद्धदोष के नाम के समक्ष पी0आर0 अक्षर वाली मुहर लगायी जायेगी या लिख दिया जायेगा। उस जेल का अधीक्षक जिसमें पी0आर0 सिद्धदोषी निरूद्ध है, उसके निवास के जिला के पुलिस अधीक्षक को ऐसे सिद्धदोषी की मुक्ति के दिनांक से एक माह पहले सूचना भेज देगा और सिद्धदोषी की पी0आर0 पर्ची भी उसे अग्रसारित कर देगा जिससे स्थानीय पुलिस को उसके आने और भविष्य में निगरानी की व्यवस्था करने अथवा विकल्प के रूप में यदि व्यक्ति घर वापस ही न लौटे और लापता हो जाय, की स्थिति में निपटने में सहायता हो। किसी पी0आर0 सिद्धदोषी को, जो ऐसे जिला का निवासी है जो उस जिला से भिन्न है जहॉ वह निरूद्ध है या किसी अन्य राज्य का निवासी है, उसकी मुक्ति के समय निर्वाह का भुगतान किया जायेगा और उसके घर से निकटतम रेलवे स्टेशन तक का रेलवे टिकट दिया जायेगा। उसे उस जेल से सीधे मुक्त किया जायेगा जहॉ वह निरूद्ध है। किसी पुलिस में पंजीकृत सिद्धदोषी की मृत्यु या भाग निकलने के मामले में जेल का अधीक्षक संबंधित जिला के पुलिस अधीक्षक को तत्काल सूचित करेगा।
पी0आर0 सिद्धदोषियों की मुक्ति नोटिस प्राप्ति पर प्रक्रिया	113. जब पुलिस अधीक्षक को पुलिस में पंजीकृत किसी सिद्धदोषी की मुक्ति की सूचना प्राप्त हो तो वह उसे सिद्धदोषी के वारंट और पी0आर0 पर्ची के साथ लगा देगा। वह इसमें सिद्धदोषी के चरित्र को प्रभावित करने वाली प्रत्येक महत्वपूर्ण बात की प्रविष्टि करेगा जो उसके कारावास के दौरान घटित हुयी हो विशेष रूप से यह टिप्पणी करेगा कि किन व्यक्तियों के साथ उसके संबंध है या किन से उसके घनिष्ठ संबंध प्रतीत होते हैं। सिद्धदोषी की मुक्ति से पंद्रह दिन पूर्व इस प्रकार अद्यतन की गयी मुक्ति की सूचना अधीक्षक द्वारा मुख्यालय के आपराधिक जांच विभाग (सी0आई0डी0) को अग्रेषित की जायेगी।
कतिपय सिद्धदोषियों का मुक्ति से पूर्व उनके निवास के जिला में स्थानांतरण	114. निम्नलिखित श्रेणी के सिद्धदोषी यदि उत्तर प्रदेश के निवासी हैं, मुक्ति के अधिकतम दो माह पूर्व और न्यूनतम पन्द्रह दिन पूर्व किसी भी समय उस जेल के अधीक्षक द्वारा जिसमें वे बंदी है, अपने निवास स्थान के निकटतम जेल को स्थानांतरित कर दिये जायेंगे– (क) ऐसे सिद्धदोषी जिनके विरूद्ध दण्ड प्रक्रिया संहिता 1973 की धारा 356 के अधीन आदेश किया गया है। (ख) ऐसे सिद्धदोषी जिन्हे राज्य सरकार द्वारा सशर्त मुक्त करने का आदेश दिया गया हो।

निवास के जिला का अर्थ	115. (क) कोई सिद्धदोषी जिसके विरूद्ध दण्ड प्रक्रिया संहिता 1973 की धारा 356 के अधीन आदेश पारित किया गया हो, उस जिला का चुनाव करेगा जहां वह निवास करने का प्रस्ताव करे जो भारत संघ में ही हो। मुक्ति के तीन माह पूर्व अधीक्षक इस सिद्धदोषी को उस जिला को नामित करने को कहेगा जिसमें वह निवास करना चाहता हो। परन्तु यह कि यदि सिद्धदोषी उत्तर प्रदेश के बाहर भारत संघ के किसी जिला में निवास करने की अपनी इच्छा सूचित करता है तो अधीक्षक अपने महानिदेशक से उस राज्य के जहॉ सिद्धदोषी निवास करना चाहता है, महानिरीक्षक, कारागार से स्थानान्तरण की व्यवस्था करने का अनुरोध केरगा। (ख) ऐसे सिद्धदोषी जिन्हें सशर्त मुक्त किया जाना है, को निवास के जिला का कोई विकल्प नहीं होगा। उसके निवास का जिला वही होगा जैसा कि नियम 47 के अधीन प्रवेश रजिस्टर में अभिलिखित है।
कतिपय सिद्धदोषियों की मुक्ति की प्रक्रिया	116. सिद्धदोषियों, जिन्हें दण्ड प्रक्रिया संहिता 1973 की धारा 432 के अधीन मुक्ति किया जाना हो, को मुक्त किये जाने की प्रक्रिया नियम 186 और 188 में दी गयी है। ऐसे सिद्धदोषियों को मुक्त किये जाने की प्रक्रिया जिनके विरूद्ध दण्ड प्रक्रिया संहिता 1973 की धारा 356 के अधीन आदेश पारित किये गये हैं यदि उनके निवास का जिला राज्य के भीतर हो, निम्नवत् होगी :– मुक्ति के दिनांक से कम से कम दो दिन पूर्व जेल अधीक्षक मुक्ति के दिनांक की सूचना पुलिस अधीक्षक को देगा और उससे गार्डस एण्ड एसकार्टस नियमावली के नियम 165 में यथा उपबंधित एक गार्ड तैनात करने का अनुरोध करेगा। मुक्ति के दिनांक को जो कि दण्ड की समाप्ति का दिनांक होगा, यदि वह न्यायालय का अवकाश का दिन हो तो दण्ड की समाप्ति के दिनांक से पूर्व अंतिम दिनांक जो न्यायालय का अवकाश का दिन न हो जेल का अधीक्षक सिद्धदोषी को सिद्धदोषी की विवरण पंजी की प्रतिलिपि दण्ड प्रक्रिया संहिता, 1973 की धारा 356 के अधीन पारित आदेश की प्रतिलिपि के साथ पुलिस गार्ड को सौंप देगा जो सिद्धदोषी को पुलिस अधीक्षक को पास ले जायेगा और जो पुलिस विनियमावली के प्रस्तर 275 के अनुसार कार्यवाही करेगा। तत्पश्चात पुलिस अधीक्षक सिद्धदोषी को मुक्त कर देगा।

अध्याय–9

बंदियों का स्थानांतरण और सं प्रत्यावर्तन

सिद्धदोषियों को प्रथमतः जिला जेल में प्रवेश दिया जाना	117. सभी सिद्धदोषियों को सामान्यतः जिला जेल में प्रवेश दिया जायेगा यदि आवश्यक हो तो इस अध्याय में अंतर्विष्ट नियमों के अनुसार उसके बाद अन्य जेलों को स्थानांतरित किया जायेगा।
एक कारागार से दूसरे कारागार में बंदियों का स्थानांतकरण	118. बंदियों का एक जेल से दूसरे जेल में राज्य के भीतर स्थानांतरण महानिरीक्षक द्वारा राज्य सरकार के आदेशों और नियंत्रण के अध्यधीन निदेशित किया जायेगा।
विधान मण्डल के सदस्यों का स्थानांतरण	119. जब कभी राज्य विधान मण्डल या संसद के किसी सदस्य का एक जिला के जेल से दूसरे जिला के जेल में स्थानांतरण होता है तो ऐसे बंदी के स्थानांतरण के बारे में सूचना उस जेल के अधीक्षक द्वारा जहां से बंदी का स्थानांतरण किया जा रहा हो अपने जिला के जिला मजिस्ट्रेट के माध्यम से तत्काल उस जिला जिसमें बंदी का स्थानांतरण किया जा रहा हो के जिला मजिस्ट्रेट को भेजी जायेगी और साथ ही साथ विधान मण्डल के संबंधित सदन को भेजी जायेगी।
कतिपय श्रेणियों के सदस्यों का स्थानांतरण	120. (क) जेल के अधीक्षकों को यह प्राधिकार है कि वे ऐसे सिद्धदोषियों को जिनके विरूद्ध दण्ड प्रक्रिया संहिता 1973 की धारा 356 के अधीन आदेश दिया गया हो, महानिदेशक, कारागार को संदर्भित किये बिना स्थानांतरित कर सकते हैं। (ख) अधीक्षक सभी वयस्क पुरूष सिद्धदोषियों को जिन्हें सात वर्ष से अधिक का सश्रम कारावास का दण्ड दिया गया हो और ऐसे सिद्धदोषियों को जिन्हे सत्र न्यायालय से मृत्यु दण्ड दिया गया हो महानिदेशक, कारागार की स्वीकृति के बिना जैसा प्रस्तर 123 में उपबंधित है, केन्द्रीय कारागारों में स्थानांतरित कर सकता हैः परन्तु यह कि ऐसे सिद्धदोषी जो बीमार या अशक्त हैं या प्रस्तर 124 में वर्णित किसी श्रेणी में आते हैं, महानिदेशक, कारागार की पूर्व स्वीकृति के बिना एक जेल से दूसरे जेल में स्थानांतरित नहीं किये जायेंगे।
महिला दोषियों को नजर बंदी के जेलों	121. सात वर्ष या उससे अधिक के कारावास से दण्डित महिला सिद्धदोषियों को केन्द्रीय महिला कारागार में स्थानांतरित किया जायेगा। महानिदेशक, कारागार की स्वीकृति की कोई आवश्यकता नहीं

में स्थानांतरित करना	होगी, किन्तु उनकी नामावली सूचना और अभिलेख के लिए उसे अग्रसारित कर दी जायेगी।
सिद्धदोषियों के केन्द्रीय कारागारों में स्थानांतरित करने के लिए जिला जेलों का वर्गीकरण	122. निम्नलिखित सूची उन जिला जेलों को दर्शाती है जहॉ से और उन केन्द्रीय कारागारों, जिनमें वे सात वर्ष से अधिक के सश्रम कारावास के दण्ड से दण्डित हो वयस्क पुरूष सिद्धदोषियों को स्थानांतरित किया जायेगा : 1. केन्द्रीय कारागार आगरा को :– आगरा, मथुरा, फिरोजाबाद, अलीगढ़, मेरठ, बागपत, गाजियाबाद, बुलन्दशहर, गौतमबुद्धनगर, झांसी, ललितपुर। 2. केन्द्रीय कारागार बरेली को :– बरेली, शाहजहॉपुर, पीलीभीत, बदायूँ, मुरादाबाद, रामपुर, बिजनौर, सीतापुर, खीरी, सहारनपुर, मुजफ्फरनगर, देवबंद। 3. केन्द्रीय कारागार फतेहगढ़ को :– फतेहगढ़, कन्नौज, एटा, मैनपुरी, इटावा, उन्नाव, हरदोई, कानपुरनगर, कानपुर देहात, उरई, कासगंज। 4. केन्द्रीय कारागार नैनी (प्रयागराज) को:– प्रयागराज, प्रतापगढ़, फतेहपुर, कौशाम्बी, बांदा, चित्रकूट, लखनऊ, हमीरपुर, महोबा, रायबरेली, सुल्तानपुर, अयोध्या, अम्बेडकरनगर, मिर्जापुर, वाराबंकी। 5. केन्द्रीय कारागार वाराणसी को:– वाराणसी, जौनपुर, गाजीपुर, सोनभद्र, आजमगढ़, मऊ, बलिया, बस्ती, सिद्धार्थनगर, महोबा, गोरखपुर, महराजगंज, देवरिया, गोण्डा, बहराइच, बलरामपुर। टिप्पणी :– छह माह से अधिक दण्ड के सिद्धदोषियों को उप जेलों से उनके संबंधित जिला जेलों में स्थानांतरित किया जायेगा।
विशेष श्रेणियों के सिद्धदोषियों को कतिपय जेलों में स्थानांतरित किया जाना	123. इस अध्याय में अन्यत्र उपबंधित को छोड़कर निम्नवत उल्लिखित श्रेणियों के बंदियों को निर्दिष्ट जेलों में स्थानांतरित किया जायेगा :– (क) मृत्यु दण्ड सिद्धदोषी– जिला जेल आगरा, मेरठ, सहारनपुर, सीतापुर, मथुरा और केन्द्रीय कारागार नैनी, प्रयागराज। (ख) ऐसे बंदी जो दोषसिद्ध से पूर्व पुलिस या जेल विभाग में कार्यरत थे– उन जिलों जहां वे कार्यरत थे, से बाहर की जेलों, जैसा कि परिक्षेत्र के उप महानिरीक्षिक द्वारा नाम निर्दिष्ट किया जाय। यदि ऐसे बंदी को बाहर की जेलों में स्थानांतरित किया जाना हो तो जेल का निर्णय महानिदेशक, कारागार द्वारा लिया जायेगा।
कतिपय मामलों में सिद्धदोषियों का स्थानांतरण	124. महानिदेशक, ऐसे बंदियों, जिनकी विशेष कृत्यों जैसे बंदी अधिकारी, मेहतर आदि के निर्वहन की आवश्यकता हो सकती हो के एक जेल से दूसरे में स्थानांतरित करने का निदेश दे सकते हैं। वह ऐसे बंदियों जो किसी विशिष्ट विषय या उद्यम को जानते हैं को एक जेल से दूसरे जेल जहां ऐसा विषय या उद्यम होता हो या जहॉ इस विषय या उद्यम में प्रशिक्षण होता हो , में भी स्थानांतरित कर सकते हैं। महानिदेशक इस नियम के अन्तर्गत बंदियों के स्थानांतरण के संबंध में ऐसे सामान्य या विशेष आदेश पर पारित कर सकते हैं जैसा कि वह आवश्यक समझे।

बीमार बंदियों का अस्थायी निरोध	125. बंदियों को एक जेल से दूसरे जेल में निम्नलिखित आधारों पर स्थानांतरित किया जा सकेगा :– क– किसी भी बीमार बंदी को उसके स्वास्थ्य के लाभ के सिवाय स्थानांतरित नहीं किया जायेगा। जब चिकित्सा अधिकारी की राय हो कि किसी बीमार बंदी को एक जेल से दूसरे जेल में स्थानांतरण से उसके स्वास्थ्य में सुधार होगा या उसके दिर्घायु होने में सहायता होगी तो वह अधीक्षक को मामलों का एक संक्षिप्त ब्यौरा भेजेगा जिससे ऐसा स्थानांतररण वांछनीय है। इसके पश्चात अधीक्षक मामले को महानिदेशक को उनके आदेश के लिए प्रस्तुत करेगा। ख– चिकित्सा अधीक्षक की लिखित मांग पर अधीक्षक बन्दी के लिए ऐसी यात्राओं के लिए उपयुक्त आहार, वस्त्रादि और बिस्तर उपलब्ध करायेगा। दवाईयां, यदि आवश्यक हो उसके उपयोग करने के अनुदेश के साथ ऐसे बंदी की अनुरक्षा करने वाले अधिकारी को उपलब्ध करायेगा।
बहुत भीड़ को कम करने के लिए बंदियों का स्थानांतरण	126. जैसी ही किसी जेल में निरूद्ध बंदियों की संख्या क्षमता से अधिक हो जाय, अधीक्षक बंदियों की नामावली जिन्हे वह बहुत भीड़ को कम करने के लिए किसी अन्य जेलों में स्थानांतरित करने की संस्तुति करें, महानिदेशक को प्रस्तुत करेगा। इस नामावली के साथ एक ज्ञापन भी संलग्न किया जायेगा, जिसमें जेल की जनसंख्या जेल की प्रमाणिक क्षमता और जेल में निरूद्ध प्रत्येक श्रेणी के बंदियों की संख्या दर्शित की जायेगी। केवल ऐसे बंदी जिनका स्वास्थ्य अच्छा हो और अच्छे चरित्र वाले हो, के ही यथासंभव स्थानांतरण के लिए संस्तुत किया जायेगा। यदि बिलकुल ही आवश्यक हो तो विपरीत स्वास्थ्य वाले बंदियों को सम्मिलित किया जा सकेगा। टिप्पणी : विभिन्न श्रेणियों के बंदियों की नामावली पृथक–पृथक बनायी जायेगी।
स्थानीय अथवा अनुशासनिक कारणों से बंदियों का स्थानांतरण	127. अधीक्षक किसी ऐसे बंदी को किसी अन्य जेल में स्थानांतरित करने की संस्तुति जिला मजिस्ट्रेट से कर सकता है जिसका जेल में बंदी बनाये रखना स्थानीय या अनुशासनिक कारणों अथवा किसी अन्य पर्याप्त कारण से अनुपयुक्त समझा जाय। जिला मजिस्ट्रेट ऐसे बंदी को सीमावर्ती जिला की जेल में स्थानांतरित करने का आदेश दे सकता है। स्थानांतरण का कारण उस जिला के जिला मजिस्ट्रेट और जेल अधीक्षक को सदैव सूचित किया जाना चाहिए जहां सिद्धदोषी को स्थानांतरित किया जाय और इसे संबंधित बंदी के इतिवृत्त पत्रक पर भी अभिलिखित किया जायेगा। महानिदेशक कारागार को ऐसे स्थानांतरण की सूचना दी जायेगी।
अपरिपक्व वयस्क पुरूष सिद्धदोषियों का स्थानांतरण	128.पांच वर्ष या इससे अधिक सश्रम से दण्डित अपरिपक्व वयस्क पुरूष सिद्धदोषियों को और ऐसे सिद्धदोषियों को जो उनके लिए आरक्षित नजर बंदी कारागार में रखे जाने के पात्र हैं, अपील के परिणाम की प्रतीक्षा किये बिना और महानिदेशक (कारागार) को संदर्भित किये बिना तत्काल स्थानांतरित कर दिया जायेगा।
राज्य के बाहर के जेल में अथवा सिद्धदोषी का स्थानांतरण	129. दण्डादेश के निष्पादन अथवा मुक्ति के लिए उत्तर प्रदेश के किसी जेल से किसी दूसरे राज्य की जेल में सिद्धदोषी के स्थानांतरण के लिए उत्तर प्रदेश तथा संबंधित राज्य दोनों ही विशेष आदेश या अनुशासनिक कारणों से आवश्यक हो जाय तो अधीक्षक सिद्धदोषी की नामावली की दो प्रतियां राज्य सरकार को प्रेषित किये जाने के लिए महानिदेशक को प्रस्तुत करेगा।
मुक्ति के लिए अन्य राज्यों से सिद्धदोषियों का स्थानांतरण	130. जब कोई सिद्धदोषी किसी अन्य राज्य से उत्तर प्रदेश में किसी जेल को मुक्ति के लिए स्थानांतरित किया जाता है तो अधीक्षक आसन्न मुक्ति के लिए जिला मजिस्ट्रेट को सूचित करेगा। जिला मजिस्ट्रेट पुलिस अधीक्षक से सम्पर्क करके ऐसी कार्यवाही करेगा जैसी वह आवश्यक समझे।
स्थानांतरण के लिए आवेदन के साथ	131. अधीक्षक जब किसी बंदी के स्थानांतरण के लिये महानिदेशक कारागार की स्वीकृति के लिए आवेदन करे,तो चिकित्सा अधिकारी से यह प्रमाण पत्र कि बंदी ऐसी बीमारी से युक्त है जो इसके

चिकित्सा प्रमाण पत्र लगाया जाना	स्थानांतरण में बाधक हो, प्राप्त करने के पश्चात बंदी की नामावली को प्रस्तुत करेगा।
बन्दियों की मुक्ति के लिए व्यवस्था	132. जब बंदी के स्थानांतरण के लिए महानिदेशक कारागार की स्वीकृति प्राप्त हो जाय तो अधीक्षक पुलिस स्कोर्ट के लिये पुलिस अधीक्षक को आवेदन करेगा और यदि बंदी को रेल द्वारा यात्रा करनी है तो आवश्यक जगह की व्यवस्था करेगा।
कतिपय बंदियों के स्थानांतरण की सूचना और पुलिस स्कोर्ट की मांग	133. बंदी के दल को भेजे जाने के लिये आशयित स्थानांतरण के प्रस्तावित दिनांक से कम से कम दो स्पष्ट दिन पूर्व अधीक्षक द्वारा पुलिस स्कोर्ट के लिए पुलिस अधीक्षक को मांग भेजी जायेगी। बंदियों की संख्या और उसके महत्ता को स्पष्टरूप से बताया जाय। जब बंदियों को किसी निश्चित राजनैतिक अथवा धार्मिक मामलों के संबंध में अपराध के लिए जिसमे सामान्य रूप से ध्यान आकृष्ट किया हो और ऐसी परिस्थितियां बन जाय कि उन्हें किसी दूसरे जिला के जेल में स्थानांतरित किया जाय तो उसी समय उस जिला मजिस्ट्रेट और पुलिस अधीक्षक को सूचना भेजी जानी चाहिए।
वारंट और इतिवृत्त पत्रक पर की जाने वाली प्रविष्टियां	134. यदि किसी सिद्धदोष के दण्डादेश में एकांत परिरोध की अवधि सम्मिलित हो तो यह तथ्य कि वह उसे पूरा कर चुका है अथवा यदि उसने पूरा न किया हो तो एकांत परिरोध पूरा करने के दिनों या सप्ताहों की संख्या वारंट के पृष्ठ भाग पर अभिलिखित की जायेगी। अधीक्षक यह भी देखेगा कि सभी विचारणाधीन दिनों और सभी छूटें चाहे व छूट संबंधी व्यवस्था के अन्तर्गत प्राप्त की गयी हो अथवा किसी विशेष आदेश के अन्तर्गत प्रदान की गयी हों, सिद्धदोष के इतिवृत्त पत्रक पर अभिलिखित की जायेंगी। बंदियों के प्रवेश और मुक्ति का प्रभारी अधिकारी यह देखेने के लिए उत्तरदायी है कि उक्त विवरण ठीक–ठीक अभिलिखित किये जांय और इन प्रविष्टियों की जेलर और अधीक्षक द्वारा जांच की जायेगी और प्रतिहस्ताक्षरित किया जायेगा।
एकांत परिरोध पत्रक	135. परिरोध से दण्डित किसी सिद्धदोषी के एकांत परिरोध पत्रक को उसके स्थानांतरण पर उसके साथ भेजा जायेगा जब ऐसा दण्ड पूरा नहीं हुआ है।
स्थानांतरण पर सिद्धदोषियों के वस्त्रादि की आपूर्ति	136. स्थानांतरण के दिनांक को सिद्धदोषी जिन्हें स्थानांतरित किया जाना हो की परेड कारागार के भीतर करायी जायेगी और चिकित्सा अधिकारी द्वारा उनका परीक्षण करने और यात्रा के लिए उनकी समर्थता का प्रमाण पत्र देने के पश्चात सभी आवश्यक वस्त्रादि अच्छी स्थिति में उपलब्ध कराये जायेंगे। जेलर व्यक्तिगत रूप में अपना सामाधान करेगा कि सभी सिद्धदोषियों के पास पर्याप्त वस्त्रादि हैं और भलीभांति कपड़े पहने है। सिद्धदोषियों को जेलर की उपस्थिति में जेल के परिसर को उनके छोड़ने के पूर्व सूक्ष्मता से तलाशी की जायेगी। सर्दियों में दो कम्बल और गर्मियों में तथा बरसात के मौसम में एक कम्बल प्रत्येक सिद्धदोषी को उपलब्ध कराया जायेगा।
स्थानांतरण पर सिद्धदोषियों को आहार की आपूर्ति	137. सिद्धदोषियों को स्थानांतरण, यात्रा आरंम्भ करने के पूर्व पके खाद्यान्न का आहार दिया जाना चाहिए तथा पूरी यात्रा के लिए प्रस्तर 106 में निर्धारित मापदण्ड के अनुसार आहार व्यय की धनराशि अथवा पर्याप्त खाद्य वस्तुएं उपलब्ध करायी जानी चाहिए। ये वस्तुयें और धनराशि अनुरक्षण के प्रभार में रखी जायेगी।
अभिवहनों में हथकड़ियों और बेड़ियों का उपयोग	138. जहॉ पुलिस जेल अधिकारियों को ठोस निष्कर्ष निकालने के लिए पर्याप्त आधार हो कि कोई बंदी जेल से कूदकर बाहर जाने वाला है या अभिरक्षा से बाहर भागने वाला है या वह हिंसक है या खतरनाक है तब विचाराणाधीन बंदी के मामले में संबंधित न्यायालय से और सिद्धदोषी के मामले में जिला मजिस्ट्रेट से बंदी को हथकड़ी या बेड़ी लगाने की अनुमति प्राप्त की जायेगी।
अनुरक्षक द्वारा	139. मुख्य द्वार से बाहर निकलने से पहले स्कोर्ट के कमाण्ड अधिकारी की उपस्थिति में सिद्धदोषियों

सिद्धदोषियों की तलाशी	की तलाशी भी ली जायेगी जो सिद्धदोषियों का प्रभार प्राप्त करने से पूर्व अपना समाधान करेगा और प्रमाणित करेगा कि सिद्धदोषियों की सघन तलाशी ले ली गयी है। वह तब तक उनकी सुरक्षित अभिरक्षा के लिए उत्तरदायी होगा जब तक कि उन्हें जेल विभाग को पुनः सौंप नहीं दिया जाता है।
सिद्धदोषियों के साथ भेजे जाने वाले दस्तावेज	140. प्रत्येक स्थानांतरित सिद्धदोषी से संबंधित निम्नलिखित दस्तावेज अनुरक्षण के प्रभारी अधिकारी को उस बंदी के प्राप्त करने वाले जेल को अधीक्षक को प्रदान करने के लिए दिये जायेंगे अर्थात : ● सम्यक रूप से पृष्ठांकित उसका वारंट उसके वारंट। ● सुपुर्द करने वाले न्यायालय का निर्णय, यदि उपलब्ध हो, आदेश की एक प्रतिलिपि यदि कोई हो। ● किसी अपीलीय न्यायालय या सरकार का बंदी द्वारा दी गयी याचिका पर आदेश यदि कोई हो। ● नामावली ● उसका इतिवृत्त पत्रक ● उसका परिहार पत्रक यदि कोई हो ● उसका चिकित्सीय इतिहास पत्रक ● बंदी की निजी सम्पत्ति की सूची दो प्रति और तीन प्रति में ● बंदी के साथ भेज गयी वस्त्रादि, बिस्तर और अन्य सरकारी सम्पत्ति की एक सूची प्रत्येक स्थानांतरित बंदी द्वारा पूर्ववर्ती माह के अन्त तक अर्जित मांफी की कुल संख्या उसके इतिवृत्त पत्रक, परिहार पत्रक और वारंट के साथ पृष्ठांकित की जायेगी और इन प्रविष्टियों पर अधीक्षक के हस्ताक्षर होंगे। स्थानांतरण करने वाले जेल का जेलर, इस बात के लिए उत्तरदायी होगा कि उपरोक्त सूचना सम्यक और सही सही उपलब्ध करायी गयी है और सिद्धदोषियों के साथ भेजे गये समस्त दस्तावेज ठीक है।
सिद्धदोषियों के साथ भेजी जाने वाली वस्तुएं तथा उनका निस्तारण	141. किसी सिद्धदोषी के एक जेल से दूसरे में स्थानांतरण पर उसकी रूपये 1000/– तक की धनराशि (शेष धनराशि यदि कोई हो डिमाण्ड ड्राफ्ट चेक द्वारा भेजी जायेगी) वस्त्रादि तथा अन्य सम्पत्ति यदि कोई हो सिद्धदोषी के साथ ही उसे अन्य जेल तक ले जाने के लिए सौंप दी जायेगी। जहॉ उसे स्थानांतरित किया गया है। इस बात की सावधानी बरतनी चाहिए कि नकदी और मूल्यवान वस्तुएं जिनका उपयोग हथियार के रूप किया जा सकता हो जैसे चाकू अलग से पुलिस अनुरक्षक को सुपुर्द की जांय। स्थानांतरण पर सिद्धदोषियों के साथ भेजे जाने वाले सभी वस्तु वस्त्रादि हथकड़ियां और अन्य सरकारी सम्पत्ति का विवरण दो प्रतियों में उनके साथ भेजा जाएगा। सिद्धदोषियों के गंतव्य पर पहुॅचने पर वस्त्रादि और अन्य सामग्रियों का स्टाक विवरण उसी पुलिस अभिरक्षक द्वारा स्थानांतरित किये जा रहे जेल को रसीद के रूप में दे देना चाहिए।
सिद्धदोषियों तथा इसके साथ भेजी जाने वाली वस्तुओं की रसीद	142. अनुरक्षण दल का प्रभारी अधिकारी सिद्धदोषियों, जेल की सभी सम्पत्ति तथा दस्तावेजों और सिद्धदोषी की निजी सम्पत्ति जिन्हें सिद्धदोषियों के साथ उसे सौंपा गया हो की एक रसीद पर हस्ताक्षर करेगा और यह प्रमाणित करेगा कि सिद्धदोषियों की तलाशी उसकी उपस्थिति में ली गयी है और यही प्रमाणित करेगा कि बेड़ियां यदि कोई हो सुरक्षित है तथा यह भी प्रमाणित करेगा कि उसके द्वारा सिद्धदोषियों को प्रभार लेने के पूर्व उसके ऊपर बुरा व्यवहार या मारपीट किये जाने के कारण कोई जख्म या चोट नहीं है। रसीद और प्रमाण पत्र की प्रविष्टि समुचित जेल रजिस्टर की अभ्युक्तियों के स्तम्भ में की जायेगी।

प्राप्त करने वाले जेल को सूचना	143. सिद्धदोषियों को अनुरक्षक दल की अभिरक्षा में देने से पूर्व अधीक्षक प्राप्त करने वाले जेल अधीक्षक को टेलीफोन या रेडियोग्राम द्वारा जैसा आवश्यक समझा जाय, गतंव्य स्थान पर पहुचने का सम्भावित दिनांक और समय बातते हुए सूचित करेगा।
बन्दियों के गमनागमन के नियम	144. बन्दियों के गमनागमन को निम्नलिखित नियम विनियमित करते हैं :– एक जेल से दूसरे जेल में स्थानान्तरण हेतु कैदियों को द्वितीय श्रेणी के साधारण डिब्बे में रेल द्वारा ले जाया जायेगा सिवाय तब के जब जिला मजिस्ट्रेट संस्तुत करें कि उन्हें उच्चतर श्रेणी में जगह दी जाय। संदेह की स्थिति में अधीक्षकों को जिला मजिस्ट्रेट से इस सम्बन्ध में निर्देश प्राप्त करना चाहिए कि किसी विशेष बंदी को स्थानांतरण हेतु किस श्रेणी में ले जाया जाय। तथापि यदि कोई बंदी कुल अतिरिक्त व्यय का भुगतान करता है तो उसे उच्च श्रेणी में अपने अनुरक्षक के साथ यात्रा करने की अनुमति दी जायेगी। जब बंदियों और उनके अनुरक्षकों की संख्या पांच से अधिक हो तो आरक्षित डिब्बे में स्थान की व्यवस्था की जा सकती है या जब विक्षिप्त हिंसक या खतरनाक बंदी या सैन्य पोशाक में बंदी स्थानांतरित किये जांय अथवा जब जेल अधीक्षक अनुरोध करे कि किसी विशेष बंदी या बन्दियों को आरक्षित स्थान उपलब्ध कराया जाना चाहिए। पुलिस अधीक्षक पुलिस अनुरक्षक दल के किराया का भुगतान करेगा और जेल अधीक्षक रेल के अन्य शुल्कों का भुगतान करेगा।
किसी बंदी की मृत्यु पर जांच करना	145. जब किसी बंदी की एक जेल से दूसरे जेल में स्थानांतरण के दौरान मृत्यु हो जाती है तो उस जिला, जहां पर मृत्यु हुई हो, के मजिस्ट्रेट से बंदी की मृत्यु के समय मौजूद परिस्थितियों की जांच करने और बंदी की मृत्यु का प्रमाण पत्र अपने सरकारी मुहर के साथ और स्थानांतरण करने वाले जेल अधीक्षक के हस्ताक्षर के साथ प्रस्तुत करने की अपेक्षा की जाती है।
बंदी को प्रस्तुत करने के न्यायालय के आदेश की प्राप्ति पर प्रक्रिया	146. न्यायालय से किसी कैदी को प्रस्तुत करने का आदेश प्राप्त होने पर अधीक्षक तुरन्त पुलिस अनुरक्षक दल के लिए पुलिस अधीक्षक को आवेदन करेगा और जेल के गेट पर बंदी का प्रभार लेने के लिए आवेदन का समय बताते हुए पुलिस अनुरक्षक दल की उपस्थिति के लिए अनुरोध करेगा। जेल का अधीक्षक बंदी के महत्व और स्तर को स्पष्ट रूप से बताएगा और वह विशेष रूप से खतरनाक है तो इस तथ्य का भी उल्लेख किया जायेगा।
बंदी को अनुरक्षक दल के सुपुर्द करना	147. नियत समय पर जेलर बंदी को उसकी विवरण पंजी के साथ जिससे बंदी का नाम उसका रूप–रंग, आयु तथा न्यायालय जिसके समक्ष उसे ले जाना है तथा वह दिनांक जिस पर उसकी उपस्थिति अपेक्षित है, प्रदर्शित होंगे, अनुरक्षक दल के प्रभारी अधिकारी को सुपुर्द कर देगा। विवरण पंजी की एक नकल पर अनुरक्षक दल के प्रभारी के हस्ताक्षर किये जायेंगे और जेलर द्वारा अपने पास रखी जायेगी। अनुरक्षक दल के प्रभारी अधियकारी के प्रभार में बंदी को दिये जाने के समय से बंदी के जेल वापस पहुँचने तक उसकी सुरक्षा का उत्तरदायित्व अनुरक्षक दल के प्रभारी अधिकारी का होगा और यह उत्तरदायित्व तब तक समाप्त नहीं होगा जब तक कि जेलर अनुरक्षक दल के प्रभारी अधिकारी द्वारा अनुरक्षित विवरण पंजी पर इस आशय का एक प्रमाण पत्र पृष्ठांकित न कर दे कि बंदी सुरक्षित रूप से जेल में वापस आ गया है अथवा ठीक–ठीक और पर्याप्त कारण से वापस नहीं आया है।
वह प्रक्रिया जब किसी बंदी को विचारण आदि हेतु अन्य जिला में भेजा जाता है।	148. जब किसी बंदी को किसी अन्य मामले में विचारण के लिए या किसी अन्य प्रयोजन से दूसरे जिला में भेजा जाता है तो जेलर, बंदी के साथ उसकी वापसी की अपेक्षा का आदेश उसमे इतिवृत्त पत्रक तथा उसकी सुपुर्दगी के वारंट की एक प्रतिलिपि भेजेगा। जेलर पुलिस अभिरक्षक दल के प्रभारी अधिकारी से इस दस्तावेज के लिए एक रसीद लेगा। उस जिला का अभियोजन अधिकारी जहां बंदी को भेजा गया है, न्यायालय को आवश्यकता न रह जाय तो बंदी की वापसी की व्यवस्था करेगा।
बन्दियों के वाहन	149. पुलिस विभाग बंदियों के आहार खर्चे सहित सभी बन्दियों को वाहन से संबंधित शुल्क को

और आहार पर व्यय	चुकायेगा जब वे पुलिस की अभिरक्षा में हों।
बन्दियों का सं प्रत्यावर्तन	150. भारत में किसी जेल में कारावास में रखे गये विदेशी बंदी या इसके विपरीत विदेशों में भारतीय बंदी को अपने दण्ड के अवशेष भाग को अपने पारिवारिक के निकट भोगने के लिए बंदी सं प्रत्यावर्तन अधिनियम 2003 (अधिनियम संख्या 49 सन् 2003) और बंदी सं0 प्रत्यावर्तन नियमावली, 2004 के अनुसार उनके मूल देश में स्थानांतरित कर दिया जायेगा। यह सुविधा केवल उन्हीं संदर्भों में उपलब्ध होगी जिसमें भारत और अन्य देशें के साथ परिचालन सहमति अस्तिव में है। भारत सरकार द्वारा जारी एफ0एन0 11017/23/2002 पीआर, दिनांक 10 अगस्त, 2015 देखिए, का दण्डित व्यक्तियों के स्थानांतरण के लिए दिशा निर्देश का अनुपालन किया जायेगा।
नियम जो विशेष विधियों के अधीन विचारण के लिए निरूद्ध बंदियों पर लागू नहीं होंगे	151. इस अध्याय में दिये गये नियम ऐसे बंदियों पर लागू नहीं होते जिन्हें विशेष विधियों के अन्तर्गत बिना विचारण के जेलों में निरूद्ध रखा गया हो और ऐसे बन्दियों को यथास्थिति केन्द्र सरकार अथवा राज्य सरकार और सक्षम न्यायालय के आदेश के बिना एक जेल से दूसरे जेल में स्थानांतरित नहीं किया जा सकता है।

अध्याय–10

परिहार व्यवस्था और समय पूर्व मुक्ति

इस नियमावली में निर्वचन	152. (क) सिद्धदोषी के अन्तर्गत ऐसा व्यक्ति भी है जिसे शान्ति बनाये रखने और अच्छा व्यवहार करने की प्रतिभूति न देने के कारण जेल को सुपुर्द किया गया हो। (ख) आजीवन सिद्धदोषी का तात्पर्य आजीवन कारावास की सजा प्राप्त किसी सिद्धदोषी से है और ऐसे मामलों में गणना के लिए सजा की अवधि बीस वर्ष मानी जायेगी। परन्तु यह कि ऊपर निर्दिष्ट बीस वर्ष की अवधि के अन्तर्गत कारावास में रहने या दण्ड के निलम्बन के दौरान किये गये किसी वाद के अपराध के लिए किसी अवधि का कोई दण्ड सम्मिलित नहीं होगा। (ग) ''दण्ड'' का तात्पर्य ऐसे दण्ड से है जो अपील पुनरीक्षण या अन्य प्रकार से अन्तिम रूप से निश्चित की जाय और दूसरे शान्ति बनाये रखने या अच्छे व्यवहार की प्रतिभूमि न देने के साथ ही जुर्माना का भुगतान न करने के कारण कारावास का दण्ड भी सम्मिलित है। (घ) जधन्य अपराध ऐसा अपराध है जो भारतीय दण्ड संहिता या किसी अन्य विधि के उपबंधों के अन्तर्गत मृत्यु दण्ड या आजीवन कारावास या सात वर्ष या उससे अधिक के कारावास से दण्डनीय है अथवा भारतीय दण्ड संहिता की धाराओं 147, 148, 152, 153ए, 212, 378 और 411 के अधीन दण्डनीय अपराध है, परन्तु यह कि अंतिम दी गयी मूल सजा दो वर्ष के कारावास से कम न हो। (ड.) संगठित अपराध ऐसा अपराध है जो व्यक्तियों के किसी एक अथवा अधिक समूह द्वारा जो समान प्रकृति के अपराध या अपराधों को करने के प्रयोजन से संगठित हुये हैं किये गये हो।

परिहार व्यवस्था	153. परिहार : परिहार निम्नलिखित प्रकार के होंगे– (क) साधारण परिहार (ख) विशेष परिहार (ग) राज्य सरकार के सामान्य या विशेष आदेशों द्वारा दिये गये परिहार ऐसे मामले जिनमें कोई परिहार अर्जित नहीं होता है– यू0पी0 प्रिजनर्स रिलीज आन प्रोबोशन एक्ट 1938 (एक्ट सं0 आठ 1938) के अधीन सशर्त या परिवीक्षा पर विमुक्ति पर या राज्य सरकार के आदेशें के अधीन सजा के निलम्बन पर किसी बंदी द्वारा भुगते जा चुके सजा के अंश पर कोई परिहार अर्जित नहीं होगा निम्नलिखित मामलों में कोई सामानय परिहार अर्जित नहीं होगा : (एक) दो माह से कम अवधि की सश्रम कारावास की सजा के सम्बन्ध में। (दो) साधारण कारावास की किसी सजा के संबंध में किसी निरंतर अवधि जो एक माह से कम न हो जिसके दौरान सिद्धदोषी स्वेच्छया परिश्रम करें को छोड़कर । (तीन) जुर्माना का भुगतान मात्र न करने मात्र के कारण पारित किसी सजा के संबंध में जिसे मूल सजा की अवधि में जिसके लिए बंदी अन्यथा रूप से परिहार का पात्र था जोड़ा नहीं गया है। (चार) ऐसे बंदी, जो अपने से लगायी गयी चोटों के कारण अन्तः रोगियों के रूप में अस्पताल में ऐसी अवधि के लिए भर्ती हो जैसा कि अधीक्षक द्वारा विनिश्चित किया जाय। (पांच) ऐस बंदी, जिन्हें किसी संविधि या नियम या न्यायिक आदेश के अधीन परिहार से विशेष रूप से वंचित किया गया हो। टिप्पणी : यदि अपील करने पर किसी सिद्धदोषी की सजा को घटाकर दो माह के कारावास से कम किया जाता है तो वह इन नियमों के अधीन सामान्य परिहार के योग्य नहीं रह जायेगा और कोई परिहार जिसे अपनी सजा को कम करने के पूर्व उसने अर्जित किया रहा हो, जब्त हो जायेगा।
परिहार का जब्त किया जाना	154. यदि कोई सिद्धदोषी, भारतीय दण्ड संहिता 1860(अधिनियम संख्या 45 सन् 1860) की धाराओं 147, 148,152, 224, 302, 304, 304ए, 306, 307, 308, 323, 324, 325, 326, 332, 333, 352 अथवा 357 के अधीन जेल में प्रविष्टि के पश्चात कृत किसी अपराध या जेल में प्रविष्टि के पश्चात किसी वार्डर या किसी अन्य अधिकारी पर कृत प्रहार के लिए दण्डित किया जाता है तो महानिदेशक कारागार उक्त सिद्धदोषी के दिनांक तक सिद्धदोषी द्वारा अर्जित सम्पूर्ण परिहार या उसके किसी भाग को जब्त करने का आदेश दे सकता है।
परिहार व्यवस्था में पुनः प्रवेश	155. महानिदेशक कारागार की पूर्वानुमति से अधीक्षक किसी सिद्धदोषी को जिसे अध्याय तीस में दिये गये नियमों के अधीन परिहार व्यवस्था से हटा दिया गया हो इस व्यवस्था में पुनः प्रवेश दे सकता है। ऐसा सिद्धदोषी इस प्रकार पुनः प्रवेश के दिनांक से अगले कैलेण्डर माह के प्रारम्भ से परिहार अर्जित करना शुरू कर देगा।

सामान्य परिहार का मापदण्ड	156. सामान्य परिहार निम्नलिखित मापदण्ड पर प्रदान किये जायेंगे :– (क) पूरी तरह से अच्छे व्यवहार और सभी कारागार विनियमों के प्रति निष्ठा से ध्यान देने के लिए प्रतिमाह तीन दिन। (ख) उद्यम और निर्धारित कार्यों के सम्यक निष्पादन के लिए प्रतिमाह तीन दिन। स्पष्टीकरण–कोई सिद्धदोषी ऐसे कारणों से जो उसके नियंत्रण से बाहर हो जैसे उसके न्यायालय में होने एक जेल से दूसरे जेल में जाने, अस्पताल में अथवा किसी कमजोर टोली में होने से श्रम करने में अयोग्य हो तो उसे निम्नलिखित खण्डों के अधीन परिहार स्वीकृत किया जायेगा – (क) पूर्व माह के दौरान उसके द्वारा अर्जित मापदण्ड पर यदि उसका आचारण इससे पहले और प्रश्नगत अवधि के दौरान उसका आचरण ऐसा रहा हो जिससे वह ऐसा परिहार स्वीकृत करने का हकदार हो तो वह इस खण्ड के अधीन भी परिहार अर्जित करने का हकदार हो जायेगा। (ख) यदि वह उस अवधि में करता रहा हो तो पूर्व माह में उसके द्वारा अर्जित मापदण्ड पर दिया जायेगा। यदि नहीं कर रहा हो तो प्रतिमाह तीन दिन की दर से परिहार प्रदान किया जायेगा। प्रतिबंध यह है कि यदि कार्य से उसकी अनुपस्थिति जेल में उसके अपने कदाचार के कारण हो तो उसे ऐसी अनुपस्थिति की अवधि के लिए खण्ड (दो) के अधीन कोई परिहार नहीं दिया जायेगा। अग्रतर प्रतिबंध यह है कि यदि वह अस्पताल में है या किसी अवैध टोली में है तो खण्ड (एक) के अधीन कोई परिहार नहीं स्वीकृत किया जायेगा जब तक कि चिकित्सा अधिकारी प्रमाणित न कर दे कि सिद्धदोषी की कार्य से अनुपस्थिति ऐसे कारणों से है जो उसके नियंत्रण के बाहर है और कार्य से बचने अथवा अस्पताल में जाने या वहां बने रहने की की दृष्टि से सिद्धदोषी की स्वंय की किसी गतिविधि के कारण हुई है। (तीन) सेना न्यायालय द्वारा दण्डित बंदियों को जेल में उनके प्रवेश से पूर्व गमनागमन में व्यतीत की गयी अवधि अथवा सेना की अभिरक्षा की अवधि का सामान्य परिहार उसी मापदण्ड पर स्वीकृत किया जायेगा जैसा इन नियमों में निर्धारित है।
बंदी अधिकारियों के लिए सामान्य परिहार का मापदण्ड	157. पूर्ववर्ती प्रस्तर में अनुमन्य किये गये परिहार के बदले में बंदी वार्डर प्रतिमाह दस दिन का परिहार प्राप्त करेंगे। बंदी ओवर सीयर प्रति माह आठ दिन और बंदी रात्रि प्रहरी प्रतिमाह सात दिन का परिहार प्राप्त करेंगे। बंदी ओवर सीयर जो मुख्य दीवार या बैरकों के बाहर रात्रि में ड्यूटी पर तैनात किये गये हैं इस नियम के अधीन स्वीकृत परिहार के अतिरिक्त दो दिन का सामान्य परिहार प्राप्त करेंगे। इस के अधीन स्वीकृत किये जाने वाला यह परिहार पूरी तरह से अच्छा व्यवहर और सभी कारागार विनियमों के प्रति निष्ठा से ध्यान देने और बंदी अधिकारियों द्वार कर्तव्यों के सम्यक निर्वहन के अध्यधीन होगा।
मेहतर झाड़ू बहारू के कार्य में लगे सिद्धदोषियां को	158. जेल में अच्छे कार्य और आचारण के अध्यधीन जेल में मेहतर श्रेणी के सिद्धदोषी अथवा जिन्हें प्रशासनिक आधारों पर बंदी अधिकारी की कोटि में प्रोन्नत किया जाना समीचीन नहीं पाया गया हो यद्यपि उन्हें बंदी अधिकारी नियुक्त नहीं किया जा सकता है, भी उस माह के जिसमें वे इस नियम के

परिहार	अधीन उन कोटियों में प्रोन्नति के लिए अर्ह हुए होते, अगले माह के प्रथम दिवस से क्रमशः सिद्धदोषी रात्रि प्रहरी और सिद्धदोषी ओवर सीयर के लिए पूर्ववर्ती प्रस्तर में स्वीकृत किये सामान्य परिहार प्राप्त करने के हकदार होंगे।
किसी उद्यम में प्रवीणता या रूई धुनाई में योजित सिद्धदोषियों का परिहार	159. ऐसे सिद्धदोषी जो किसी उद्यम में प्रवीण हो जाते हैं, को बंदी अधिकारी के पद पर प्रोन्नति के बदले में नियम 158 के अधीन अनुमन्य परिहार स्वीकृत किया जा सकता है। रूई धुनने के कार्य में नियेजित सिद्धदोषियों को दुगने दर पर विशेष परिहार स्वीकृत किया जायेगा।
परिहार का आरम्भ	160. नियम 156 के उपबंधों के अध्यधीन रहते हुए नियम 157 के अधीन सामान्य परिहार की गणना जिस दिनांक को बंदी को जेल में सुपुर्द किया गया हो उसके आगामी कैलेण्डर माह के प्रथम दिनांक से की जायेगी अथवा यदि वह दण्ड के दिनांक को विचाराधीन कैदी के रूप में जेल में था तो दण्ड के ऐसे दिनांक से की जायेगी। कोई सिद्धदोषी जिसे जमानत पर मुक्त किये जाने या उसके दण्ड के अस्थायी निलम्बन के कारण बहार रहा हो और बाद में पुनः जेल में प्रवेश दिया गया है तो उसे परिहार व्यवस्था में ऐसे पुनः प्रवेश के दिनांक के अगले कैलेण्डर माह के प्रथम दिनांक से लाया जायेगा, परन्तु उसके जमानत पर मुक्ति अथवा दण्ड के निलम्बन से पूर्व सिद्धदोषी के रूप में जो परिहार उसने अर्जित किया रहा होता वह परिहार उसके परिहार लेखा में जमा किया जायेगा। नियम 158 के अधीन परिहार की गणना सिद्धदोषी के बंदी वार्डर, बंदी ओवरसीयर या बंदी रात्रि प्रहरी के रूप में नियुक्त दिनांक के आगामी माह में प्रथम दिनांक से की जायेगी।
अवकाश के दिनों में कार्य करने वाले बंदियों को परिहार	161. कारागार सेवाओं जैसे रसोईया, मेहतर, भण्डारपाल, लैम्प सफाईकर्मी, अस्पताल परिचर और नाई में योजित बंदियों, जो रविवार या अन्य जेल अवकाश के दिनों में सामान्यतः कार्य करते हैं, को प्रत्येक पूर्व कैलेण्डर माह जिसके दौरान वे इस प्रकार योजित रहे हों, के लिए एक दिन का सामान्य परिहार इन नियमों के अधीन किसी अन्य परिहार के अतिरिक्त दिया जायेगा। तथापि बंदी वार्डर तथा बंदी ओवरसीयर इस नियम के अधीन परिहार के लिए अर्ह नहीं होंगे।
बिना सजा के निरन्तर कार्य करने वाले बंदियों को परिहार	162. इन नियमों के अधीन परिहार के लिए पात्र किसी सिद्धदोषी जिसने दोषसिद्ध के पश्चात सजा या कारागार में अपनी सुपुर्दगी या पुनः सुपुर्दगी के दिनांक के अनुवर्ती माह के प्रथम दिवस अथवा उस दिनांक जब उसे किसी कारागार अपराध के लिए अंतिम बार दण्डित किया गया था या किसी कारागार अपराध के लिए औपचारिक चेतावनी के सिवाय कोई अन्य दण्ड प्राप्त न किया हो से निरन्तर एक वर्ष या एक से अधिक वर्ष की अवधि तक के लिए इस नियमावली के अधीन अर्जित किसी अन्य परिहार के अतिरिक्त प्रत्येक वर्ष के लिए पन्द्रह दिन का सामान्य परिहार प्रदान किया जायेगा। जब कोई सिद्धदोषी आचरणशील रहा हो और उसे औपचारिक चेतावनी के सिवाय दण्डित न किया गया हो और निर्धारित दैनिक कार्य के निष्पादन में अपने को तत्परतापूर्वक तीन वर्षों तक समर्पित किया हो तो उसके पूर्व के प्रत्येक दो वर्ष के लिए दिये गये पन्द्रह–पन्द्रह दिनों के परिहार के

	अतिरिक्त तीसरे वर्ष की समाप्ति पर दो माह का परिहार प्रदान किया जायेगा।
सामान्य छूट प्रदान करने के लिए प्राधिकृत अधिकारी	163. सामान्य परिहार अधीक्षक द्वारा अथवा उसके नियंत्रण और पर्यवेक्षण के अध्यधीन तथा नियम 164 के उपबंधों के अनुसार जेलर, डिप्टी जेलर या किसी ऐसे अधिकारी जिसे इसके लिए उसके द्वारा विशेष रूप से सशक्त किया गया हो द्वारा प्रदान की जायेगी।
परिहार प्रदान करने के लिए प्रक्रिया	164. सामान्य परिहार जहॉ तक संभव हो 1 जनवरी , 1 अप्रैल, 1 जुलाई और 1 अक्टूबर के निकट प्रदान की जायेंगी। सामान्य परिहार प्रदान करने वाले अधिकारी इसे प्रदान करने के पूर्व इतिवृत्त पत्रक पर विचार करेगा। जिस पर सिद्धदोषी पर साबित अपराध सावधानी पूर्वक अवश्य अभिलिखिख्त किया जाना चाहिए। यदि किसी सिद्धदोषी को तिमारी के दौरान सिवाय औपचारिक चेतावनी के दण्डित नहीं किया गया हो तो उसे उसके द्वारा नियम 156 के अधीन अर्जित पूरा सामान्य परिहार प्रदान किया जायेगा। यदि सिद्धदोषी को तिमाही के दौरान औपचारिक चेतावनी से भिन्न की सजा दी गयी हो तो मामले को अधीक्षक के समक्ष प्रस्तुत किया जायेगा जो उसके दिये गये दण्ड या दण्डों पर विचार करने के पश्चात दिये उसे जाने वाले परिहार की मात्रा का निर्णय करेगा। किसी सिद्धदोषी को दिये गये सभी परिहारों को उसे सूचित किया जायेगा और यथा संभव शीघ्र उसके इतिवृत्त पत्रक पर अभिलिखित किया जायेगा। इन्हें परिहार पत्रक पर भी प्रत्येक तिमारी अंकित किया जायेगा।
मुक्ति के माह के लिए कोई परिहार नहीं दिया जाना	165. कोई भी सिद्धदोषी उस कैलेण्डर माह के सम्बन्ध में जिसमें उसे मुक्त किया जाता है परिहार नहीं प्राप्त करेगा। टिप्पणीः यदि मुक्ति के निश्चित दिनांक की गणना करते समय यह पाया जाय कि किसी माह के लिए परिहार पूरी मात्रा में स्वीकृत करने से सिद्धदोषी की मुक्ति का दिनांक उसी माह में पड़ जायेगा तो आगामी माह के प्रथम दिवस को उसके परिहार को स्वीकार करने के लिए पर्याप्त होगा मानकर परिहार दिया जाना चाहिए।
विशेष परिहार	166. जब तक कि नियम 154 (चार, पांच और छह) में विशेष रूप से विवर्जित किया गया हो किसी सिद्धदोषी को चाहे वह सामान्य परिहार पाने का हकदार हो या न हो, विशेष सेवाओं के लिए विशेष परिहार दिया जा सकता है जैसा कि :– (एक) पढ़ने या लिखने हेतु अध्यापन में उल्लेखनीय परिश्रम। (दो) पढ़ने, लिखने और सीखने में विशेष प्रवीणता। (तीन) हस्ताक्षरित और व्यवसायिक प्रशिक्षण में उल्लेखनीय सफलता। (चार) कार्य में विशेष उत्कृष्टता या अच्छी गुणवत्ता का कार्य अधिक मात्रा में करना।

	(पांच) जेल के अन्दर किसी व्यक्ति को हमले से बचाना। (छह) आग लगने या ऐसी ही किसी अन्य आपातकालीन स्थिति में किसी अधिकारी को विशेष सहायता। (सात) जेल के विनियमों या अनुशासन को भंग होने से रोकने या पता लगाने में सहायता। (आठ) बन्दियों को भागने या दंगा करने से रोकना, भगाने या दंगा का प्रयास कर रहे बंदियों को पकड़वाना या किसी बंदी का बंदियों के समूह द्वारा भागने या दंगा करने की योजना या प्रयास के बारे में जानकारी देना। (नौ) सांस्कृतिक कार्यकलापों में उत्कृष्ट योगदान। (दस) उद्यम, कृषि या किसी अन्य कार्ययोजना में विशेष कार्य। (ग्यारह) जेल में रहते हुए 70 प्रतिशत या उससे अधिक अंकों के साथ किसी बोर्ड या विश्वविद्यालय की परीक्षा उत्तीर्ण करना।

विशेष परिहार की सीमा	167. निम्नलिखित द्वारा विशेष परिहार प्रदान किया जायेगा :– (एक) अधीक्षक द्वारा प्रत्येक पूर्ण कैलेण्डर माह के लिए तीन दिनों से अनाधिक अवधि के लिए। (दो) उप महानिरीक्षक प्रत्येक पूर्ण कैलेण्डर माह के लिए छह दिनों से अनाधिक अवधि के लिए। (तीन) महानिदेशक प्रत्येक पूर्ण कैलेण्डर माह के लिए नौ दिनों से अनाधिक अवधि के लिए। टिप्पणी :– नियम 166 के अन्तर्गत परिहार अधीक्षक द्वारा किसी बंदी के कार्य की स्थलीय जांच रिपोर्ट प्राप्त करने के बाद प्रदान की जायेगी और किसी उद्यमी श्रमिक के मामले में जिसके लिए नियम 846 के अनुसार श्रम पत्रक रखा जाता है ऐसे परिहारों को अधीक्षक द्वारा श्रम पत्रक में भी लिया जाना चाहिए। नियम 166 के अन्तर्गत विशेष परिहार अधीक्षक द्वारा प्रत्येक वर्ष जनवरी, अप्रैल, जुलाई और अक्टूबर के माह में केवल पिछली तिमाही के लिए दिया जायेगा। यह परिहार उस तिमाही के लिए जिसमें मुक्ति पड़ती हो, परन्तु विशेष परिहार उस कैलेण्डर माह के लिए नहीं दिया जायेगा जिसमें वह देय थी परन्तु स्वीकृत नहीं की गयी थी। नियम 166 के अन्तर्गत विशेष परिहार देने के कारणों को भी इतिवृत्त पत्रक में विशेष रूप से उल्लेख कर देना चाहिए।
इतिवृत्त पत्रक पर विशेष परिहार की	168. विशेष परिहार दिये जाने को इसके दिये जाने बाद यथा संभव शीघ्र बंदी की इतिववृत्त पत्रक पर अंकित कर दिया जायेगा और जब ऐसा परिहार अधीक्षक द्वारा प्रदान किया गया हो तो ऐसे

प्रविष्टि	परिहाार प्रदान करने के संक्षिप्त कारणों को भी पत्रक पर अभिलिखित किया जायेगा।
सामान्य और विशेष परिहार की सीमा	169. नियम 160 में यथा परिभाषित सामान्य और विशेष परिहार के अन्तर्गत किसी बंदी को प्रदान किया गया कुल परिहार राज्य सरकार की विशेष अनुमति के बिना उसके द्वारा कुल काटी गयी सजा के एक तिहाई भाग से अधिक नहीं होगा।
मुक्ति के दिनांक की गणना में परिहार के दिनों को महीनों और दिनों में बदलने की रीति	170 किसी सिद्धदोषी की मुक्ति के दिनांक की गणना में कुल अर्जित परिहार के दिनों की संख्या को प्रत्येक माह में तीस दिन के दर पर महीने और दिनों में बदला जायेगा।
परिहार अर्जित करने पर बंदी की मुक्ति	171. जब आजीवन बंदी से भिन्न कोई बंदी ऐसा परिहार अर्जित करता है जिससे वह मुक्ति का हकदार हो जाता है तो अधीक्षक उसे बिना शर्त मुक्त कर देगा। प्रतिबन्ध यह है कि जब राज्य सरकार द्वारा किसी बंदी की समयपूर्व मुक्ति का आदेश दिया गया हो चाहे वह पुनरीक्षण बोर्ड की संस्तुति पर या चौदह वर्ष के नियम के अन्तर्गत या अन्यथा रूप में ऐसी शर्तों जैसी राज्य सरकार द्वारा लगायी जा सकती हो, का अनुपालन किया जायेगा।
किसी भी आजीवन बंदी को राज्य सरकार के आदेश के बिना मुक्त नहीं किया जायेगा	172. किसी आजीवन बंदी या किसी बंदी को जिसके मामले में राज्य सरकार के बिना इस पर निर्देश के उसकी मुक्ति को रोकने का आदेश परित कर सकती हो राज्य सरकार के विशेष आदेश के बिना सशर्त या बिना शर्त के मुक्त नहीं किया जायेगा और ऐसे सभी मामलों को अधीक्षक द्वारा उचित समय पर राज्य सरकार के आदेशों के लिए महानिदेशक (कारागार) के माध्यम से रिपोर्ट किया जायेगा।

मुक्ति पर सभी परिहारों को वारंट पर पृष्ठांकित करना	173. जब किसी सिद्धदोषी को राज्य सरकार को संदर्भ किये बिना मुक्त किया जाता है तो परिहार की कुल संख्या जो उसने अर्जित की है को उसके वारंट पर पृष्ठांकित किया जायेगा और इन पृष्ठांकनों पर अधीक्षक द्वार हस्ताक्षर किये जायेंगे।
स्थानान्तरण पर किसी बंदी के इतिवृत्त पत्रक और उसके वारंट पर परिहार के अंकित करना	174. जब किसी सिद्धदोषी को किसी दूसरे जेल में स्थानांतरित किया जाय तो पूर्ववर्ती माह के अंत तक उसके द्वारा अर्जित किये गये परिहार की कुल संख्या को उसके वारंट पर पृष्ठांकित किया जायेगा और उसके इतिवृत्त पत्रक पर प्रविष्टि की जायेगी, इन प्रविष्टियों पर अधीक्षक द्वारा हस्ताक्षर किया जायेगा और परिहार पत्रक को अन्य दस्तावेज के साथ सिद्धदोषी के साथ भेजा जायेगा। बंदी को प्राप्त करने वाला जेल यह देखने के लिए उत्तरदायी होगा कि उपरोक्त सूचनाएं सम्यक रूप से प्राप्त हो गयी हैं। प्रत्येक जेल, जिसमें बंदी ने अपनी सजा का कुछ भाग बिताया हो, अपनी जेल में बंदी द्वारा अर्जित परिहार की सही–सही गणना के लिए उत्तरदायी होगा।
मुक्त किये गये बंदियों का परिहार	175. किसी सिद्धदोषी के परिहार पत्रक को उसकी मुक्ति के एक वर्ष तक जेल में ही रखा जायेगा।

पत्रक	
जघन्य अपराध के दोषसिद्ध बंदी के मामले में न्यायालय द्वारा भेजी जाने वाली सूचना	176. जब किसी सिद्धदोषी को कारावास के दण्ड के जघन्य अपराध के लिए दोषसिद्ध होने पर कुल मिलाकर चौदह वर्ष की अवधि या अवधियों के लिए जेल में भेज जाता है तो न्यायालय निम्नलिखित बिन्दुओं पर संबंधित जेल अधीक्षक को सूचना प्रस्तुत करेगा :– (1) क्या सिद्धदोषी पेशेवर, अनुवांशिक या विशेष खतरनाक अपराधी है या नहीं। (2) क्या वह अपराध जिसके लिए वह दोषसिद्ध हुआ है संगठित अपराध था या नहीं।
समयपूर्व मुक्ति	177. बीमार सिद्धदोषी की मुक्ति के लिए संस्तुति– अधीक्षक किसी सिद्धदोषी के रोग से पीड़ित होने के मामले में यदि बंदी जेल में ही रहे तो प्राणघातक होने की आशंका हो किन्तु उसे मुक्त किया जाता है तो उसके स्वस्थ्य होने की उपयुक्त संभावना है, राज्य सरकार को विचार करने और आदेश करने के लिए संस्तुति कर सकता है : प्रतिबन्ध यह है कि (एक) यह बीमारी सिद्धदोषी की ओर से किसी जानबूझकर किये गये कार्य से उत्पन्न न हुई हो और बढ़ न गयी हो। (दो) चिकित्सा बोर्ड जिसमें निम्नलिखित होंगे, उसकी मृत्यु की संस्तुति करे और प्रमाणित करे कि बीमारी वर्णित प्रकृति की है :– (क) जिला का मुख्य चिकित्साधिकारी (ख) जिला अस्पताल का मुख्य चिकित्सा अधीक्षक या उसके द्वारा नाम निर्दिष्ट जिला अस्पताल का वरिष्ठ परामर्शी। (ग) निकटवर्ती राजकीय मेडिकल कालेज के प्राचार्य द्वारा नाम निर्दिष्ट एक विशेषज्ञ। (घ) निकटवर्ती राजकीय आयुर्वेदिक कालेज के प्राचार्य द्वारा नाम निर्दिष्ट एक विशेषज्ञ। (ड.) जेल का चिकित्सा अधीक्षक जो संयोजक होगा। टिप्पणी :– मुख्य चिकित्सा अधिकारी या मुख्य चिकित्सा अधीक्षक जो भी ज्येष्ठ हो बोर्ड का अध्यक्ष होगा और शेष चिकित्सा विशेषज्ञ बोर्ड के सदस्य होंगे। (तीन) दोषसिद्ध के जिला का जिला मजिस्ट्रेट द्वारा बन्दी के मुक्ति (रिहाई) पर कोई आपत्ति नहीं है, और (चार) सिद्धदोष मुक्त होना चाहता है और मुक्ति के पश्चात् उसकी देखभाल करने के लिये रिश्तेदार या मित्र हैं। दोषसिद्ध के जिला के जिला मजिस्ट्रेट को पुलिस अधीक्षक के माध्यम से मामले को अग्रसारित करने और उसकी एक रिपोर्ट प्राप्त करने के पश्चात् अधीक्षक मामले को राज्य सरकार को विहित प्रपत्र में दो प्रतियों में महानिदेशक कारागार के माध्यम से प्रस्तुत करेगा। यदि सिद्धदोषी दंड प्रक्रिया संहिता 1973 की धारा 122 के अधीन प्रतिभूति प्रस्तुत न करने पर कारावास की सजा भुगत रहा हैतो वह उक्त संहित की धारा 123 के अधीन, पुलिस अधीक्षक के माध्यम से दोषसिद्धि के जिला के जिला मजिस्ट्रेट को निर्दिष्ट करेगा। नियम 232 के उपबंध का भी अनुपालन किया जायेगा। अन्य राज्यों में दोषसिद्ध सिद्धदोषियों के मामले में नियम 189 के उपबंध का भी अनुपालन किया जायेगा। दण्ड

	प्रक्रिया संहिता, 1973 की धारा 433–क के अधीन आच्छादित सिद्धदोषियों के मामले को उनके द्वारा कम से कम चौदह वर्ष के कारावास की सजा भुगतने के बाद विचार किया जायेगा।
वृद्धावस्था अशक्तता या बीमारी के आधारों पर सिद्धदोषियों को मुक्त किया जाना	178. अधीक्षक प्रत्येक वर्ष 1 मई को नियम 180 में निर्दिष्ट मेडिकल बोर्ड को ऐसे प्रत्येक सिद्धदोषी के नाम को समाविष्ट करते हुए एक सूची प्रस्तुत करेगा जो वृद्धावस्था, अशक्तता या बीमारी के कारण, इस प्रकार के अग्रतर अपराध करने में अस्थाई रूप से असमर्थ हो गया है, जिसके लिए वह दोषी ठहराया गया हो। चिकित्सा बोर्ड उक्त सूची में दिये गये मामलों पर विचार करेगा और अधीक्षक के माध्यम से महानिदेशक कारागार को अपनी रिपोर्ट प्रस्तुत करेगा। महानिदेशक (कारागार) ऐसे मामलों को, जो उसे सरकार को संदर्भित करने के लिए उचित प्रतीत हो पुलिस अधीक्षक के माध्यम से दोषसिद्ध करने वाले जिला के जिला मजिस्ट्रेट को मामले को अग्रसारित करने और उनका विचार प्राप्त करने के पश्चात कि क्या उन सिद्धदोषियों की सशर्त या बिना शर्त मुक्ति पर कोई आपत्ति है, राज्य सरकार को ऐसे सिद्धदोषियों की सशर्त या बिना शर्त मुक्ति पर कोई आपत्ति है, राज्य सरकार को ऐसे सिद्धदोषियों के नामों की रिपोर्ट अपनी संस्तुति के साथ कि क्या उन सिद्धदोषियों को मुक्त किया जाना चाहिए। नियम 173 के उपबंधों का भी अनुपालन किया जायेगा। अन्य राज्यों में दोषसिद्ध किये गये बंदियों के मामले में नियम 189 के उपबंधोंका अनुपालन भी किया जायेगा। यह नियम पूर्ववर्ती नियम में अन्तर्विष्ट आदेशों के अधीन शारीरिक अशक्तता के कारण मुक्ति के लिए किसी भी समय विशेष संस्तुति करने से अधीक्षक को रोकता नहीं है। दण्ड प्रक्रिया संहिता 1973 की धारा 432–क के अधीन आच्छादित सिद्धदोषियों के मामलों में उनके द्वारा कम से कम चौदह वर्ष का कारावास भुगतने के पश्चात विचार किया जायेगा।

घातक बीमारी से पीड़ित सिद्धदोषियों की मुक्ति के लिए संस्तुति	179. अधीक्षक ऐसे सिद्धदोषी की मुक्ति के लिए संस्तुति कर सकता है जो किसी घातक बीमारी या अशक्तता चाहे किसी प्रकृति की हो से पीड़ित हो और जहॉ तक अनुमान लगाया जा सके उसकी मृत्यु तीन माह के भीतर होने की संभावना हो, परन्तु यह कि सिद्धदोषी मुक्ति के लिए तैयार हो और वह उसका संबंधी और मित्र हो, जो उसे ले जाने और देखभाल करने के लिए तैयार हों और वह ऐसी स्थिति में न हो कि उसे, उसके घर ले जाना असंभव हो जाए। वह नियम 178 के अधीन निर्दिष्ठ चिकित्सा बोर्ड की विहित प्रारूप पर यह प्रमाणित करेगा कि सिद्धदोषी निकट भविष्य में मृत्यु के करीब पहूँच रहा है। अधीक्षक ऐसे मामले को पुलिस अधीक्षक के माध्यम से बंदी के निवास के जिला के जिला मजिस्ट्रेट को संदर्भित करने और यह रिपोर्ट प्राप्त करने के पश्चात कि यदि सिद्धदोषी को मुक्त कर दिया जाय तो क्या कोई व्यक्ति देखभाल करने मे समर्थ है। महानिदेशक (कारागार) के माध्यम से राज्य सरकार को मामला प्रस्तुत करेगा। अन्य राज्यों में दोषसिद्ध बंदी के मामलें में नियम 189 के उपबंध का अनुपालन किया जायेगा। ऐसे मामलें, जिनमें समस्त अपेक्षित शर्तें पूर्ण हैं और जिनमें सिद्धदोषी के जीवन को किसी विलम्ब

	से खतरा हो सकता तो तो अधीक्षक राज्य सरकार के आदेशों के प्राप्त होने की प्रत्याशा में सिद्धदोष को मुक्त कर सकता है। यदि दोषसिद्ध दण्ड प्रक्रिया संहिता, 1973 की धारा 122 के अधीन प्रतिभूति न देने के कारण कारावास की सजा भुगत रहा है तो मामले को सरकार को प्रस्तुत करने की बजाय उक्त संहिता की धारा 124 की अधीन पुलिस अधीक्षक के माध्यम से दोषसिद्ध के जिला के जिला मजिस्ट्रेट को निर्दिष्ट कर दिया जायेगा। इस प्रस्तर के अधीन मुक्त किये गये बंदियों के नामों को उन जिलों के जिला मजिस्ट्रेट को जहां बंदी निवास करते हों संसूचित कर दी जायेगी और जिला मजिस्ट्रेट प्रत्येक बंदी के मुक्ति के दिनांक से चार माह की समाप्ति पर उसके जीवित रहने की या मृत्यु होने की रिपोर्ट महानिदेशक कारागार को भेजेगा। यदि वह बंदी जीवित है तो रिपोर्ट में सामान्य रूप से व्यक्ति के स्वास्थ्य की दशा को प्रदर्शित किया जायेगा। इन आदेशों के अधीन मुक्त किये गये कैदियों की संख्या जेल में मृत्यु की दर के साथ वार्षिक प्रतिवेदन में प्रदर्शित की जायेगी। नियम 191 के उपबंधो का अनुपालन किया जायेगा। दण्ड प्रक्रिया संहिता 1973 की धारा 433–क के अधीन आने वाले सिद्धदोषियों के मामलों में उसके कम से कम चौदह वर्ष का कारावास भुगतने के बाद विचार किया जा सकेगा।
चौदह वर्ष के नियम के अधीन सिद्धदोषियों की नामावली	180. (क) अधीक्षक दण्ड प्रक्रिया संहिता 1973 की धारा 432 के अधीन आजीवन कारावास के प्रत्येक सिद्धदोषी की नामावली दो प्रतियों में यथासमय सिद्धदोषी द्वारा भुगते गये कारावास की अवधि के साथ साथ उसके द्वारा नियमों के अधीन अर्पित किसी भी छूट की अवधि यदि चौदह वर्ष हो जाती है तो पुलिस अधीक्षक और दोषसिद्ध के जिला के जिला मजिस्ट्रेट के माध्यम से राज्य सरकार के विचारार्थ और आदेशार्थ प्रस्तुत करेगा। नामावली प्राप्त होने पर तत्काल जिला मजिस्ट्रेट को संबंधित न्यायालय से सुसंगत निर्णयों की प्रमाणित प्रतिलिपि निःशुल्क प्रदान करने के लिए प्रस्ताव करेगा और निवास के जिला के पुलिस अधीक्षक अथवा जिला मजिस्ट्रेट यदि ऐसे निवास का जिला दोषसिद्ध के जिला से भिन्न है, के माध्यम से परामर्श के बाद रोल पर को निम्नलिखित को अभिलिखित करेगा– (एक) अपनी राय कि क्या सिद्धदोषी को तुरन्त मुक्त करने में कोई आपत्ति है। (दो) यदि सिद्धदोषी के तुरन्त मुक्ति में कोई आपत्ति है तो परिहार सहित कारावास को कुल अवधि जो सिद्धदोषी को काटनी चाहिए, के बारे में अपनी राय, और (तीन) अपराध या अपराधों जिसके लिए बंदी को दोषसिद्ध किया गया था की परिस्थितियों का संक्षिप्त विवरण। अन्य राज्य में बंदी को दोषसिद्ध किये जाने के मामले में नियम 189 का भी अनुपालन किया जायेगा। यू0पी0 प्रिजनर्स रिलीज आन प्रोबेशन एक्ट 1938 (एक्ट सं0 8 सन् 1938) के उपबंधों और उसके अधीन बनायी गयी नियमावली के अधीन पहले से ही लाइसेंस पर या अन्यथा मुक्त किये जा चुके अथवा उक्त अधिनियम 1938 और उसके अधीन बनायी गयी नियमावली के अधीन ऐसी मुक्ति के

	लिए आवेदन कर चुके बंदी के मामले में अधीक्षक को नामावली प्रस्तुत करना अपेक्षित नहीं होगा। दण्ड प्रक्रिया संहिता, 1973 की धारा 433–क के अधीन आने वाले सिद्धदोषियों के मामलों में उनके द्वारा कम से कम चौदह वर्ष का कारावास काटने के बाद इस नामावली के अधीन विचार किया जायेगा। (ख) जिला मजिस्ट्रेट नामावली को महानिदेशक कारगार को अग्रसारित करेगा। महानिदेशक कारागार द्वारा जिलों से प्राप्त नामावली पर एक परामर्श समिति द्वारा विचार किया जायेगा और उक्त परामर्श समिति में निम्नलिखित होंगे– महानिदेशक कारागार उत्तर प्रदेश.....अध्यक्ष सचिव/प्रमुख सचिव/अपर मुख्य सचिव द्वारा नामनिर्दिष्ट कारागार विभाग, उत्तर प्रदेश सरकार का संयुक्त/विशेष सचिव.....सदस्य न्याय सचिव द्वारा नाम निर्दिष्ट न्याय विभाग, उत्तर प्रदेश शासन का विशेष सचिव....सदस्य मुख्य परिवीक्षा अधिकारी.....सदस्य अपर महानिरीक्षक कारागार, उत्तर प्रदेश.....सदस्य/सचिव यदि राज्य सरकार किसी मामले में यह निर्देश दे तो कि ऐसे सिद्धदोषी को उसके द्वारा दंड की विनिर्दिष्ट अवधि पूरी कर लेने के बाद मुक्त किया जायेगा या उसके मामले को एक विनिर्दिष्ट अवधि के बाद विचारण के लिए पुनः प्रस्तुत किया जाना चाहिए तो ऐसी अवधि की गणना परिहार संहिता, यदि कोई हो, सिद्धदोषी के दंड की सजा प्रारम्भ होने के दिनांक से की जानी चाहिए। टिप्पणी : राज्य सरकार को प्रस्तुत की गयी नामावली में आजीवन कारावास की सजा को सदैव ऐसे ही दर्शाया जाना चाहिए और उसे कारावास के वर्षों में परिवर्तित नहीं किया जाना चाहिए।
सैन्य सिद्धदोषियों के मामले	181.जब किसी सैन्य न्यायालय द्वारा किसी सैन्य सिद्धदोषी के कारावास के दंड के मामले को राज्य सरकार को दण्ड के प्रश्न पर विचारार्थ भेजा जाय तो इस तथ्य को कि दण्ड को सैन्य न्यायालय द्वारा पारित किया गया था, तत्परतापूर्वक राज्य सरकार के संज्ञान में लाया जायेगा।

ऐसी प्रक्रिया जो सरकार द्वारा मामले में विचार करके स्थगित की जाये	182. चौदह वर्षीय रोल के अधीन किसी मामले के प्रथम बार प्रस्तुत करने पर यदि राज्य सरकार किसी निश्चित वर्णित अवधि के पश्चात किसी सिद्धदोषी की मुक्ति के लिए आदेश पारित करती है तो अधीक्षक सरकार को आवश्यक आदेश जारी करने के लिए पुनः प्रस्तुत करने पर इसे जिला मजिस्ट्रेट को निर्दिष्ट नहीं करेगा, परन्तु यदि राज्य सरकार यह निर्देश देती है कि मामले पर एक निश्चित विनिर्दिष्ट अवधि के पश्चात पुनः विचार किया जायेगा तो रोल को पुलिस अधीक्षक और जिला मजिस्ट्रेट के माध्यम से उचित समय पर प्रस्तुत किया जायेगा जो नियम 181 (क) के अनुसार अपनी नयी राय अभिलिखित करेंगे। अन्य राज्य में बंदी को दोषसिद्ध करने के मामले में नियम 189 के उपबंधों का भी अनुपालन किया जायेगा।

जिला मजिस्ट्रेट द्वारा अधीक्षक को नामावली अग्रसारित करने की सूचना देना	183. जिला मजिस्ट्रेट बंदियों की नामावली को इस मैनुअल के नियम 181 या 183 के अधीन महानिदेशक (कारागार) को अग्रसारित करते समय ही उसके साथ ही संबंधित जेल के अधीक्षक को भी सूचित करेगा कि उसने ऐसा कर दिया है, जिससे अधीक्षक नामावली या उस पर सरकार के आदेश के प्रेषण में हुए विलम्ब या हानि को नियंत्रित करने में समर्थ हो सके जेल अधीक्षक ऐसे मामलों को महानिदेशक (कारागार) के संज्ञान में लायेगा जिनमें जिला मजिस्ट्रेट द्वारा महानिदेशक के नामावली अग्रसारित किये जाने के दिनांक से दो माह बाद भी आदेश प्राप्त नहीं किये गये हैं।
आजीवन बंदी	184. परामर्श समिति की संस्तुति पर प्रस्तर 181 (क) या नियम 172 के अधीन किसी आजीवन बंदी का मामला प्राप्त होने पर राज्य सरकार निम्नलिखित में से कोई आदेश पारित कर सकती है– (एक) कि सिद्धदोषी सशर्त या बिना शर्त तुरन्त मुक्त कर दिया जाय। (दो) कि सिद्धदोषी को छूट की परिहार सहित उल्लिखित अवधि तक सजा काटने के बाद सशर्त या बिना शर्त मुक्त कर दिया जाय या (तीन) कि मामले पर उल्लिखित अवधि के पश्चात या सिद्धदोषी को छूट की परिहार सहित निर्दिष्ट अवधि तक सजा काट लेने के पश्चात पुनः विचार किया जायेगा। दूसरे मामले में जब मुक्ति बिना शर्त की जानी हो तो सिद्धदोषी जब वह आदेश में निर्दिष्ट अवधि सजा काट ले, राज्य सरकार को अग्रतर बिना संदर्भ किये ही मुक्त कर दिया जायेगा, परन्तु यह कि उसका आचरण निरन्तर संतोषजनक रहा हो। यदि आदेश यह हो कि मुक्ति सशर्त की जायेगी तो अधीक्षक सजा की निर्दिष्ट अवधि की समाप्ति के कम से कम दो माह पूर्व उस मामले को आदेश के लिये राज्य सरकार को पुनः प्रस्तुत करेगा। ऐसे मामलों में और तब भी जब राज्य सरकार ने उपर्युक्त (तीन) के अनुसार आदेश दिया हो तो जेल द्वारा मामले का पुनः प्रस्तुतिकरण आदेश में इसे पुनः प्रस्तुत करने के लिए नियत दिनांक से कम से कम दो माह पूर्व प्रारम्भ किया जाना चाहिए जिससे कि राज्य सरकार द्वारा मामले की प्राप्ति में किसी संभावित विलम्ब से बचा जा सके।

सशर्त मुक्ति के मामले में प्रक्रिया	185. जब उत्तर प्रदेश में निवास करने वाले किसी बंदी को राज्य सरकार द्वार मुक्त करने का सशर्त आदेश दिया गया है तो जेल का अधीक्षक मुक्ति के दिनांक से कम से कम दो दिन पूर्व उस जिला जहॉ वह निरूद्ध है किया गया हो जो उसका निवास का जिला भी हो (नियम 115 द्वारा) पुलिस अधीक्षक को मुक्ति के दिनांक की सूचना देगा और उससे एक गार्ड तैनात करने का आग्रह करेगा जैसा रूल्स फार गार्डस एण्ड एस्कार्ट्स के नियम 165 में उपबंधित है। जेल का अधीक्षक सिद्धदोषी को परिशिष्ट दो में दिये गये प्रपत्र क में मुक्ति के आदेश का हिन्दी अनुवाद देगा और उससे प्रपत्र क के पृष्ठ भाग पर करार हस्ताक्षर करने के लिए कहेगा। जेल का अधीक्षक प्रमाण पत्र पर हस्ताक्षर करेगा कि करार सम्यक रूप से निष्पादित कर दिया गया है। परिशिष्ट–दो

मुक्ति की शर्तों का अनुपालन करने की अनिच्छा रखने वाले सिद्धदोषी को पूरी सजा भुगतनी होगी	186. कोई सिद्धदोषी जो मुक्ति की विहित शर्तो का अनुपालन करने में असहमति व्यक्त करता है तो उसको सजा के समाप्ति होने तक मुक्त नहीं किया जायेगा।
किसी सिद्धदोषी की सशर्त मुक्ति की प्रक्रिया	187. मुक्ति के दिन अधीक्षक ऐसे मामलों में जहॉ सशर्त मुक्त करने के आदेश दिये गये हों, सिद्धदोषी को उसकी विवरण पंजी तथा मुक्त करने के आदेश की एक प्रतिलिपि जिस पर सजा की समाप्ति का दिनांक विधिवत पृष्ठांकित होने के साथ उस गार्ड के सुपुर्द कर देगा जो पुलिस अधीक्षक द्वारा इस प्रयोजन के लिए तैनात किया गया हो। मुक्ति का मूल आदेश अधीक्षक द्वारा रख लिया जायेगा। गार्ड सिद्धदोषी को पुलिस अधीक्षक के पास ले जायेगा जो तत्पश्चात पुलिस रेग्यूलेशन के प्रस्तर 256 के अनुसार कार्यवाही करेगा। किसी ऐसे बंदी को जिसकी सशर्त मुक्ति का ओदश दिया गया हो यथाशक्य शीघ्र, मुक्त कर दिया जाना चाहिए लेकिन जेल का अधीक्षक मुक्त करने के लिए किसी ऐसे दिनांक को नहीं चुनेगा जब न्यायालय का अवकाश हो। सजा की समाप्ति का दिनांक वह दिनांक है इस पर सजा, आजीवन सिद्धदोषियों के मामले में बीस वर्ष के रूप में माना जाता है तो नियम–153(ख) द्वारा जब कोई परिहार न दिया गया हो, समाप्त होगी और जब तक सशर्त मुक्ति के आदेश में अन्यथा निदेशित न किया गया हो यह वह दिनांक होगा जिस पर मुक्ति की शर्तें लागू नहीं होगी।
प्रक्रिया जब सिद्धदोषियों किसी अन्य राज्य का निवासी हो	188. यदि किसी सिद्धदोषी को किसी अन्य राज्यों में दोषी ठहराया गया हो तो अधीक्षक सिद्धदोषी के जिला के जिला मजिस्ट्रेट के साथ कोई पत्र व्यवहार नहीं करेगा किन्तु महानिदेशक (कारागार) के माध्यम से रोल दो प्रतियों में राज्य सरकार को भेज देगा। लेकिन यदि ऐसा सिद्धदोषी इसी राज्य का निवासी है तो अधीक्षक उस जिला, जिसमें सिद्धदोषी निवास करता है के जिला मजिस्ट्रेट के माध्यम से रोल भेज देगा। जिला मजिस्ट्रेट इस रोल पर बंदी के घर की पास पड़ोसी की स्थिति, उसके पूर्ववृत्तों और मुक्ति के बाद उसके संभाव्य व्यवसाय के बारे में अपनी राय अभिलिखित करेगा और तब इसे राज्य सरकार को भेज देगा। ऐसे मामले में जिला मजिस्ट्रेट को नामावली अग्रसारित करते समय, अधीक्षक अपने संदर्भ की एक प्रतिलिपि महानिदेशक (कारागार) को भी पृष्ठांकित करेगा। परिशिष्ट–दो

क्षमा के लिए याचिकायें प्रस्तुत करने हेतु नियम	189. सिद्धदोष बन्दियों से भिन्न जेल में निरूद्ध अन्य बंदियों द्वारा या उनकी ओर से प्रस्तुत की गयी क्षमा याचिकाओं के लिये नियम शासित करने वाले मैनुअल ऑफ गवर्नमेन्ट आर्डर्स में दिये गये है और यदि देखा जाये कि ऐसी याचिकायें जब जेल में निरूद्ध सिद्धदोष बंदियों द्वारा प्रस्तुत की जाती है तो अधीक्षक द्वारा जेल रिपोर्ट के साथ जिसमें बंदी की आयु उसका स्वास्थ्य और जेल में उसके आचरण, कारावास की अवधि जिसके लिये उसे सजा सुनाई गयी थी और परिहार सहित कारावास की अवधि जो उक्त सिद्धदोषी ने पहले ही भुगत ली हो, को समादिष्ट करते हुये उस जिला के जिला मजिस्ट्रेट को अग्रसारित की जायेगी। ऐसी याचिकाओं के साथ सुसंगत निर्णयों या आदेशों की प्रतियां

	होनी आवश्यक है।
नामावली और पुनरीक्षण पत्रक पर नोट किये जाने वाले संदर्भ	190. जब किसी सिद्धदोषी का मामला इस या इस मैनुअल के किसी अन्य अध्याय के अधीन उसके समयपूर्व मुक्ति के प्रश्न पर विचारण करने के लिए महानिदेशक (कारागार) को प्रस्तुत किया जाय तो इस मामले में समय पूर्व मुक्ति के विषय पर महानिदेशक (कारागार) को पहले भेजे गये किसी संदर्भ की संख्या और दिनांक ऐसे आदेशों की संख्या दिनांक तथा सार सदैव सिद्धदोषी की नामवली या दण्ड के पुनरीक्षण पत्रक पर अंकित किये जायेंगे।

अध्याय–11

बंदी अधिकारी

बंदी अधिकारियों की	191. बंदी अधिकारियों की तीन श्रेणियॉ होंगी अर्थात बंदी रात्रि प्रहरी, बंदी ओवरसीयर और बन्दी

श्रेणियॉ	वार्डर।
किसी जेल में बंदी अधिकारियों की अधिकतम संख्या	192. किसी जेल में बंदी अधिकारियों की अधिकतम संख्या उसके दैनिक औसत जनसंख्या के दस प्रतिशत से अधिक नहीं होगी। यदि किसी कारणवश इससे अधिक संख्या में बंदी अधिकारियों की आवश्यकता हो तो महानिदेशक कारागार की विशेष स्वीकृति लेनी आवश्यक होगी। इस नियम के प्रयोजनार्थ दिन के दौरान साधारण जेल श्रम के लिए लगाये गये बंदी रात्रि प्रहरी को बंदी अधिकारियों के रूप में नहीं माना जाता है। प्रत्येक जेल के लिए बंदी वार्डरों की संख्या परिक्षेत्र के उप महानिरीक्षक द्वारा निर्धारित की जायेगी।
ऐसे सिद्धदोषियों जो बंदी अधिकारियों के रूप में नियुक्ति के लिए अर्ह नहीं है	193. ऐसे सिद्धदोषी जो स्वापक औषधि और मनः पदार्थ अधिनियम, 1985 (अधिनियम संख्या 61, सन् 1985) जेल से भाग निकलने, भारतीय दण्ड संहिता, 1860 की धारा 224 के अधीन भाग निकलने का प्रयास करने के लिए भारतीय दण्ड संहिता 1860 की धारा 231, 263–क (सिक्कों या सरकार स्टाम्प से संबंधित) अपराधों के लिए आईपीसी की धारा 328 (विष प्रयोग), 337 (अप्राकृतिक अपराध) 463, 464, 466, 477–क (जालसाजी और झूठे दस्तावेज), भारतीय दण्ड संहिता 1860 की धारा 489–क, 489–ख और 489–झ (जाली मुद्रानोट और बैंक नोट बनाना) के अधीन अपराधों के लिए कारावासित है और सिद्धदोषी जो दण्ड प्रक्रिया संहिता 1973 की धारा 109 के अधीन राज्य के विरूद्ध अपराधों के अधीन कारावासित है, जो पुलिस रजिस्टर्ड (सीआर) नहीं है, को बंदी अधिकारी के रूप में नियुक्त नहीं किया जायेगा। यदि को सिद्धदोषी किसी अन्य मामले में भी परीक्षणाधीन है तो वह बंदी अधिकारी के रूप में नियुक्त नहीं किया जायेगा।
बंदी अधिकारियों के रूप में नियुक्ति के लिए अर्ह सिद्धदोषी	194. नियम 194 में उल्लिखित उन सिद्धदोषियों से भिन्न सभी साक्षर सिद्धदोषी जो कठोर या साधारण कारावास से दण्डित है जो अपने कारावास की पूरी अवधि के लिए परिश्रम करने का चुनाव करते हैं नियम 196 और नियम 197 में उल्लिखित शर्तों के अध्याधीन बंदी अधिकारी के रूप में नियुक्त के लिए अर्ह है। टिप्पणी : सेना के अभित्याजकों को बंदी रात्रि प्रहरी, बंदी ओवरसीयर और बैरकों के भीतर कार्य पर नियुक्त किया जा सकता है, परन्तु उन्हें मुख्य दीवार पर कार्य करने की अनुमति नहीं दी जा सकती है।
कब आकस्मिक सिद्धदोषियों को बंदी अधिकारी नियुक्त किया जा सकता है।	195. कोई आकस्मिक सिद्धदोषी नियुक्त किया जा सकता हैः– (क) कोई बंदी रात्रि प्रहरी यदि– (एक) अपनी सजा का 1/8 भाग पूरा कर चुका है। (दो) उसने अच्छे व्यवहार और उद्यम में अपने कार्य का प्रमाणित कर दिया हो। (तीन) उसका स्वास्थ्य अच्छा हो और दिन के अपने सामान्य श्रम के अतिरिक्त दो घण्टे की रात्रि की ड्युटी करने के लिए शारीरिक रूप से ठीक हो।

	(ख) कोई बंदी ओवरसीयर यदि– (एक) उसने बंदी रात्रि प्रहरी की श्रेणी में दो महीने तक काम कर लिया हो। (दो) अपनी सजा का 1/4 भाग काट लिया हो। (तीन) उसका स्वास्थ्य और आचरण अच्छा हो। (ग) कोई बंदी वार्डर यदि– (एक) उसने कम से कम दो वर्षो के लिये बंदी ओवरसीयर की श्रेणी के रूप में काम कर लिया हो। (दो) वह सिद्ध योग्यता और बुद्धिमत्ता वाला व्यक्ति हो। (तीन) उसका निवास स्थान नियत हो और उसका पूर्ववृत्त अच्छी ख्याति का हो। टिप्पणीः अर्हता की अवधि की गणना में विचारण के दौरान व्यतीत हुयी अवधि और अर्जित परिहार की भी गणना की जायेगी।
कब आभ्यासिक सिद्धदोषियों को बंदी अधिकारी बनाया जा सकता है	196. (क) दो से अधिक पूर्व दोषसिद्ध वाले आभ्यासिक सिद्धदोषी को बंदी रात्रि प्रहरी के रूप में नियुक्ति किया जा सकेगा यदि वे नियम 196 में आकस्मिक सिद्धदोषियों के लिए निर्धारित शर्तों को पूरा करते हों। (ख) अच्छे इतिहास और पूर्ववृत्त वाले आभ्यासिक वर्ग के बंदी रात्रि प्रहरी जिन्होंने परिहारों सहित अपनी आधी सजा पूरी कर ली हो और बन्दी रात्रि प्रहरी के रूप में कम से कम छह माह कार्य कर लिया हो, को यदि उपयुक्त पाया गया, बंदी ओवरसीयर की श्रेणी में प्रोन्नत किया जा सकेगा। (ग) न सुधर सकने वाले के रूप में वर्गीकृत सिद्धदोषियों को किसी भी श्रेणी में बंदी अधिकारी के रूप में नियुक्त के लिए अनर्ह होगा। (घ) आभ्यासिक वर्ग के किसी भी सिद्धदोषी को बंदी वार्डर नियुक्त नहीं किया जा सकता है।
बंदी रात्रि प्रहरी तथा बंदी ओवरसीयर के रूप में महिला सिद्धदोषियों की नियुक्ति	197. इस अध्याय में दिये गये नियमों के अनुसार महिला सिद्धदोषी बन्दी रात्रि प्रहरी तथा बंदी ओवरसीयर के रूप में नियुक्ति के लिए अर्ह है। यद्यपि ये सिद्धदोषी वार्डर की श्रेणी में प्रोन्नत के लिए पात्र नहीं होंगे (केन्द्रीय महिला कारागार को छोड़कर) और रात में महिला के बैरक के बाहर नियोजित नहीं की जायेंगी।
नियुक्तियां करने के लिये अधीक्षक की शक्तियां	198. यदि कोई सिद्धदोषी विदित शर्तो को पूरा करता है तो अधीक्षक द्वारा उसकी नियुक्ति बंदी रात्रि प्रहरी तथा बंदी ओवरसीयर की श्रेणी में की जा सकती है। पूर्वगामी नियमों के अधीन अपात्र सिद्धदोषियों की विशेष नियुक्तियां केवल परिक्षेत्र के उप महानिरीक्षक की स्वीकृति पर ही की जा सकेगी। बन्दी ओवरसीयर में से बंदी वार्डर की नियुक्तियां अधीक्षक की संस्तुति पर महानिदेशक द्वारा की जायेगी।
विभिन्न श्रेणियों के लिए सिद्धदोषियों की अर्हता की पंजी	199. अधीक्षक एक पंजी रखेगा जिसमें बंदी अधिकारी के विभिन्न श्रेणियों के लिए पत्येक सिद्धदोषी के जेल में प्रवेश समय, अर्हता के संभाव्य दिनांक को प्रदर्शित किया जायेगा। इसी पंजी में दर्ज ज्येष्ठता के अनुसार कड़ाई से ही सिद्धदोषियों की नियुक्ति पर विचार किया जायेगा।

बंदी ओवरसीयर और बंदी वार्डर का नियोजन	200. किसी बंदी ओवरसीयर या बंदी वार्डर को सिद्धदोषियों का प्रभार, या बाड़े का प्रभार या जेल की दीवार के भीतर सिद्धदोषियों वाली कर्मशाला का प्रभार सौंपा जा सकता है। किसी बंदी ओवरसीयर को जेल दीवारों के बाहर किन्तु जेल परिसीमाओं के भीतर एक वार्डर के सहायक के रूप में भी नियोजित किया जा सकता है।
बंदी ओवरसीयर और बंदी वार्डर के कर्तव्य	201. बंदी वार्डर और बंदी ओवरसीयरों के निम्नलिखित कर्तव्य होंगे– (क) अपनी टोली के वार्डरों की कार्य पर लगे सिद्धदोषियों का पर्यवेक्षण, उनकी परेड संचालित करने, अनुशासन और शांति बनाये रखने और उनकी सुरक्षित अभिरक्षा में सहायता करना, (ख) जब आवश्यकता हो बंदियों की कार्यालय या अस्पताल या जेल के अन्य भागों में जाते समय अनुरक्षण करना, (ग) अपने प्रभार वाले बंदियों की छोटे–छोटे अन्तराल पर गणना करना, यह देखना कि उनकी संख्या ठीक है, उनकी तलाशी करना और निषिद्ध वस्तुओं को प्राप्त करने या रखने से उन्हें रोकना, किसी बंदी द्वारा किसी वर्जित वस्तु को रखने की रिपोर्ट करना और जेल के सभी नियमों को तोड़ने के सभी प्रयासों को रोकना, (घ) अपने प्रभार में कर्मशाला में शान्ति और अनुशासन बनाये रखना अपनी टोंली में बंदी द्वारा श्रम का पर्यवेक्षण करना, यह देखना कि वे आंवटित कार्य को श्रम साध्य पूर्वक कर रहें हैं और सामग्री का अपव्यय नहीं कर रहे हैं और यह सावधानी रखना कि सभी औजारों का उचित ढंग से उपयोग किया जा रहा है और सावधानी पूर्व स्टोर में वापस किया गया, (ड.) व्यक्तियों की साफ–सफाई और बंदियों के वस्त्रों की स्वच्छता पर ध्यान देना और यह देखना कि वे उस समय ही स्नान करते हैं जैसा विहित किया गया हो और अपनी बेड़ियों, पैर के कड़े और बर्तनों का चमचमाता और साफ रखते हैं, (च) किसी भी प्रकार की सभी सम्पत्ति जिन्हें समय समय पर सौंपा जाय, पर निगरानी रखना, (छ) अपने प्रभार में बंदियों के बीच किसी भी बीमारी के लक्षण की रिपोर्ट करना, (ज) अपनी टोली के इतिवृत्त पत्रक को रखना, और, (झ) किसी उपद्रव को शांत करने किसी हमले के समय जेल अधिकारी रक्षा करने और कैदी के भाग निकलने को रोकने में सहायता करना।
रात्रि ड्युटी के लिए बन्दी वार्डरों और बंदी ओवरसीयर की तैनाती	202. बंदी वार्डरों और बंदी ओवरसीयर को बैरक के भीतर और बाहर दो स्थानों पर तैनात किया जा सकेगा। टिप्पणी–रात की पहरेदारी, चाहे बैरक के भीतर या बाहर ही अथवा मुख्य दीवार पर हो की उनके कर्तव्यों के सम्बन्ध के लिये कृपया अध्याय 30 देखें।

बंदी अधिकारियों की परेड	203. सभी बंदी अधिकारियों की परेड साधारण कैदियों से अलग करायी जायेगी।

बंदी वार्डरों और बंदी ओवरसीयर के लिए शारीरिक प्रशिक्षण	204. बंदी वार्डरों और बंदी ओवरसीयर को शारीरिक प्रशिक्षण व्यायामों में प्रारम्भिक शिक्षा प्राप्त कराया जायेगा।
बंदी ओवरसीयर और बंदी वार्डरों के डण्डे और सीटी की आपूर्ति	205. बैरक के बाहर या मुख्य दीवार पर रात की ड्युटी पर बंदी ओवरसीयर और बंदी वार्डरों को डण्डे, टार्च और सीटियां दी जायेंगी। टोलियों के प्रभारी बंदी ओवरसीयर की केवल सीटी दी जायेगी।
छाता की आपूर्ति	206. मुख्य दीवार या अन्यत्र कहीं ड्युटी पर सभी बंदी वार्डरों और ओवरसीयरों को जहां उन्हें मौसम को प्रचण्डता का सामना करना है, गर्मी में धूप और वर्षा के समय वारिश से अपना बचाव करने के लिए छाता दिये जायेंगे।
ओवरसीयरों को विशेषाधिकार	207. बंदी ओवरसीयरों को निम्नलिखित विशेषाधिकार की अनुमति दी जाती है– (एक) अन्य बंदियों को दिये गये सुविधाओं से उन्हें 20 प्रतिशत अधिक कैण्टीन सुविधा कूपन, (दो) महीने में एक बार के अतिरिक्त रूप से मिलना और एक अतिरिक्त पत्र लिखना या प्राप्त करना, और प्राप्त करना। टिप्पणी : बंदी ओवरसीयर अधीक्षक की अनुमति से मिलने के बदले एक अतिरिक्त पत्र लिखने या इसके विपरित सुविधा ले सकते है।
बंदी वार्डरों को विशेषाधिकार	208. बंदी वार्डरों को निम्नलिखित सुविधाओं की अनुमति दी जाती है – (एक) अन्य बंदियों को दिये जा रहे सुविधा की बजाय कैण्टीन सुविधाओं के 20 प्रतिशत अतिरिक्त कूपन। (दो) महीने में एक बार के अतिरिक्त रूप से मिलने और एक अतिरिक्त पत्र लिखना या प्राप्त करना। (तीन) साधारण बंदियों से अलग रहना और सोना (चार) अपना भोजन स्वयं पकाना। (पांच) प्रत्येक वर्ष बदले जाने साधारण जूते सरकारी खर्च पर। टिप्पणीः बंदी वार्डर मिलने के बदले एक पत्र लिखने और प्राप्त करने की सुविधा या इसके विपरित सुविधा पा सकेंगे।
बंदी ओवरसीयर और बंदी वार्डरों को प्रोत्साहन	209. बंदी ओवरसीयर और बंदी वार्डर क्रमशः अर्द्धकुशल और कुशल बंदियों को प्रोत्साहन की दर से प्रोत्साहन प्राप्त करेंगे।

बन्दी अधिकारी को	210. जब कोई बंदी अधिकारी स्थायी रूप से असमर्थ हो जाय, जिससे वह सभी या कोई ड्युटी

हटाना जब वह पूर्णरूपेण असमर्थ हो	जिसकी उससे अपेक्षा हो न कर सके तो अधीक्षक उसे साधारण कैदी की स्थिति में प्रत्यावर्तित कर सकते हैं।
महिला बंदी ओवरसीयरों की नियुक्ति	211. प्रत्येक कारागार में जहॉ महिला बंदियों को निरूद्ध किया जाय, एक या अधिक महिला बंदी ओवरसीयर नियुक्त किये जायेंगे।
महिला बंदी अधिकारी के लिए नियम	212. बंदी अधिकारियों के लिए लागू नियम यथावश्यक परिवर्तनों सहित महिला बंदी अधिकारियों पर लागू होंगे।

अध्याय–12
पुनरीक्षण बोर्ड

पुनरीक्षण बोर्ड	213. नियम 217 और 218 में यथा विनिर्दिष्ट उत्तर प्रदेश में सिद्धदोषियों की सजा के पुनरीक्षण के प्रयोजन के लिये प्रत्येक जिला में एक पुनरीक्षण बोर्ड होगा। उक्त बोर्ड में निम्नलिखित होंगे– जिला और सत्र न्यायाधीश .....अध्यक्ष जिला मजिस्ट्रेट.....सह अध्यक्ष। जिला का वरिष्ठ पुलिस अधीक्षक/.....सदस्य पुलिस अधीक्षक जेल का अधीक्षक.....सदस्य जिला परिवीक्षा अधिकारी.....सदस्य टिप्पणी : 1. जेल अधीक्षक पुनरीक्षण बोर्ड के सदस्य सचिव के रूप में कार्य करेगा। 2. अन्य जेलों से स्थानांतरित सिद्धदोषियों के मामलों पर दोषसिद्ध के जिला के पुनरीक्षण बोर्ड द्वारा विचार किया जायेगा। ऐसी जेल का अधीक्षक इन स्थानांतरित सिद्धदोषियों के पुनरीक्षण पत्रक उपर्युक्त सिद्धदोषियों की दोषसिद्ध से संबंधित जिला में स्थित जिला जेल के अधीक्षक को उपलब्ध करायेगा।
बैठकों का दिनांक	214. पुनरीक्षण बोर्ड की बैठकें चेयर पर्सन द्वार प्रत्येक वर्ष जनवरी और जुलाई माह में आहूत की जायेंगी।
बोर्ड द्वारा विचार किये जाने वाले मामले	215. पुनरीक्षण बोर्ड निम्नलिखित के मामलों पर विचार करेगाः– आकस्मिक बंदी– (एक) सभी आकस्मिक बंदी जिनकी सजा तीन वर्ष से कम न हो और चार वर्ष से अधिक न हो जब उन्होंने दो वर्ष की अपनी सजा काट ली हो, और (दो) सभी आकस्मिक बंदी जिनकी सजा चार वर्ष से अधिक हो जब उन्होंने अपनी आधी सजा काट ली हो। आभ्यासिक बंदी आभ्यासिक बंदियों के मामले बोर्ड के विचार करने के लिए अर्ह होंगे जब (एक) सिद्धदोषियों ने अपनी सजा दो तिहायी काट ली हो और कम सेकम ढाई वर्ष का कारावास पूरा कर लिया हो, और (दो) अधीक्षक सिद्धदोषियों के कार्य और आचरण को और उनके मानसिक और शारीरिक दशा को ध्यान में रखते हुए उनको समयपूर्व मुक्ति के लिए उपयुक्त समझे।
पुनरीक्षण बोर्ड के दिनांकों की गणना	216. (क) पूर्वगामी नियमों के अन्तर्गत गणनाओं में किसी परिहार को संज्ञान में नहीं लिया जायेगा। (ख) जुर्माना के भुगतान के अभाव में दी गयी सजा, जब जुर्माने का भुगतान नहीं किया गया हो तो पुनरीक्षण बोर्ड दिनांक की गणना करते समय सम्मिलित किया जायेगा।
आजीवन सजा	217. (क) आजीवन कारावास भुगत रहे सिद्धदोषी से अपेक्षित है कि वह अपने जीवन का अंत तक अभिरक्षा में ही रहे।

	(ख) गणना के प्रयोजन हेतु आजीवन कारावास को बीस वर्ष के कारावास के समतुल्य माना जायेगा(भारतीय दण्ड संहिता 1660 की धारा–57 देखिए)
सिद्धदोषी जो कई सजा भुगत रहो हो	218. निश्चित अवधि के लिये कारावास की अनेक सजाओं की स्थिति में यदि सजायें साथ–साथ है तो उन्हें ऐसी सजाओं दीर्घतम अवधि के लिये एक सजा के रूप में माना जायेगा। परन्तु यदि सजायें क्रमशः है तो पुनरीक्षण बोर्ड के लिए दिनांक निश्चित करने हेतु ऐसी समस्त सजाओं के योग को संज्ञान में लिया जायेगा परन्तु यह कि सजाओं की कुल अवधि जिन्हे निर्धारित अवधि की सजायें सिद्धदोषी को दो या अधिक सजाओं के संबंध में भुगतना हो, बीस वर्ष से अधिक है तो आकस्मिक बंदी का मामला उसके द्वारा दस वर्ष की सजा भुगतने के बाद और आभ्यासिक सिद्धदोषी का मामला उसके द्वारा तेरह वर्ष और चार माह की सजा भुगतने के बाद पुनरीक्षण बोर्ड को निर्दिष्ट किया जायेगा।
कतिपय श्रेणी के बंदियों में रियायतों का लागू न होना	219. निम्नलिखित श्रेणी के बंदियों को इन रियायतों का लाभ प्राप्त करने की अनुमति नहीं होगी– (एक) नजरबंद तथा विचारण के बिना निरूद्ध किये गये अन्य बंदी, (दो) ऐसे सिद्धदोषी जो दण्ड प्रक्रिया संहिता, 1973 (अधिनियम संख्या 2 सन् 1974) की धारा 432 के अधीन या प्रिजनर्स रिलीज आन प्रोबेशन एक्ट 1938 (यू0पी0 एक्ट सं0 8 सन् 1938) के अधीन अनुज्ञप्ति पर सशर्त मुक्त किये गये हों, (तीन) ऐसे सिद्धदोषी जो यू0पी0 प्रिजनर्स रिलीज आन प्रोबेशन एक्ट 1938 की धारा 6 के अधीन अपनी अनुज्ञप्ति के प्रतिसंहरण पर या दण्ड प्रक्रिया संहिता, 1973 की धारा 432 के अधीन आदेशित अपनी मुक्ति की किसी शर्त का उल्लघंन करने के कारण जेल में पुनः प्रवेश दिया गया हो, (चार) स्वापक औषधि और मनः प्रभावी पदार्थ अधिनियम 1985 के अधीन दण्डित सिद्धदोषी, (पांच) कोई अन्य अधिनियम विधि और नियम जो परिहार से विवर्जित करता हो। (छः) राज्य या आंतक अथवा विध्वंशकारी कार्य कलापों वाले अपराध या संगठित अपराध के अधीन अपराध के लिए दण्डित सिद्धदोषी।
पुनरीक्षण का दिनांक	220. वह दिनांक जब किसी सिद्धदोषी का मामला पुनरीक्षण बोर्ड द्वारा विचार के योग्य हो जाता है, तत्पश्चात पुनरीक्षण का दिनांक कहा जायेगा। ऐसे सिद्धदोषियों के मामले जिनके पुनरीक्षण का दिनांक पहली अगस्त और अनुवर्ती वर्ष के इक्तीस जनवरी के बीच पड़ता है, पुनरीक्षण बोर्ड द्वारा विचार के लिए जाड़ों के माह के दौरान प्रस्तुत होंगे जबकि ऐसे सिद्धदोषियों के मामले जिनके पुनरीक्षण का दिनांक किसी भी वर्ष पहली फरवरी से इक्तीस जुलाई के बीच पड़ता है, पुनरीक्षण बोर्ड के विचार के लिए गर्मी के माह के दौरान प्रस्तुत होंगे।
पुनरीक्षण के दिनांकों का पंजी	221. अघीक्षक जेलर के माध्यम से एक पुनरीक्षण बोर्ड पंजी रखेगा जिसमें वह सभी बंदियों के प्रवेश के समय पुनरीक्षण के दिनांक को अंकित करेगा। प्रत्येक छमाही के लिए पर्याप्त संख्या के पन्ने अलग रखे जायेंगे और प्रत्येक बंदी के नाम और संख्या के साथ पुनरीक्षण का दिनांक उपयुक्त छमाही में अंकित किया जायेगा।
स्थगित मामले	222. जब किसी मामले को पुनर्विचार के लिए स्थगित कर दिया गया हो तो एक नया दिनांक विचार के लिए नियत किया जायेगा। जिस दिनांक को मामला पुनर्विचार के योग्य हो तो अधीक्षक पुनरीक्षण पत्रक के हाशिये पर चिपकायी जाने वाली पर्चियों पर आचारण आदि की नयी अभ्युक्ति पृष्ठांकित करेगा, परन्तु जिला मजिस्ट्रेट से नयी रिपोर्ट मंगाने की आवश्यकता नहीं है।

पुनरीक्षण पत्रक पर दर्ज किये जाने वाले ब्यौरे	223. अधीक्षक और जेलर का कर्तव्य होगा कि वे सिद्धदोषियों के पुनरीक्षण पत्रक निर्धारित प्रारूप में दो प्रतियों में दोषसिद्ध करने वाले जिला के जिला मजिस्ट्रेट को उन्हें पूरा करने के लिए पुनरीक्षण के दिनांक से छह माह पूर्व प्रेषित किये जांय जिसमें सिद्धदोषी की जाति, पिता का नाम, निवास स्थान जैसे विवरण और गांव, थाना और जिला का नाम सही सही और सुपाठ्य रूप से लिखे गये हों। टिप्पणी (1) एक से अधिक मामलों में सजा पाये सिद्धदोषी द्वारा प्रत्येक मामले का पूर्व विवरण यथा सजा देने वाले अधिकारी का नाम, मामला संख्या, अपराध प्रभाग, सजा और सजा का दिनांक पुनरीक्षण पत्रक पर प्रविष्ट किया जायेगा। टिप्पणी (2) सिद्धदोषियों, जिनके मामले पुनरीक्षण बोर्ड के समक्ष विचारार्थ शीघ्र रखे जाने है। अन्य जेलों में तब तक स्थानांतरित नहीं किया जायेगा जब तक कि उनका स्थानांतरण अत्यंत आवश्यक न हो अथवा उन मण्डलीय मुख्यालयों की जिला जेलों जहॉ उनके मामले पर विचार किया जायेगा से भिन्न जिला जेलों में निरूद्ध सिद्धदोष के मामले में उपर्युक्त मण्डलीय मुख्यालयों की जिला जेल में पुनरीक्षण बोर्ड के अध्यक्ष द्वारा उन्हें स्थानांतरित करने की अपेक्षा की जाय। जब किसी सिद्धदोषी को ऐसे स्थानांतरित किया गया हो तो प्राप्त करने वाले जेल का अधीक्षक यह देखेगा कि सिद्धदोषी का पुनरीक्षण पत्रक बोर्ड के समक्ष इस टिप्पणी के साथ प्रस्तुत किया जाय कि सिद्धदोषी का स्थानांतरण इस प्रकार किया गया है। टिप्पणी–3 ऐसे सिद्धदोषीके मामलों में जिसे अन्य राज्य में दोषसिद्ध किया गया हो सजा संबंधी पुनरीक्षण पत्रक उस जिला के जिला मजिस्ट्रेट को भेजा जायेगा, जिसमें सिद्धदोषी निवास करता है, यदि वह इसी राज्य का निवासी है, जो उस पर नियम 229 की शर्तो में अपनी राय अभिलिखित करेगा। पुनरीक्षण पत्रक को पुनरीक्षण बोर्ड के समक्ष रखा जायेगा और नियम 231 में दिये गये उपबंधों के अनुसार बोर्ड की संस्तुतियों सहित सरकार को प्रेषित किया जायेगा। नियम 191 के उपबंधों का भी अनुपालन किया जायेगा। अन्य राज्यों में दोषसिद्ध कैदी के मामले में नियम 188 के उपबंधों का भी अनुपालन किया जायेगा और अधीक्षक दण्ड संबंधी पुनरीक्षण पत्रक को दो प्रतियों में महानिदेशक कारागार के माध्यम से राज्य सरकार को अग्रसारित करेगा।
सैनिक सिद्धदोषी	224. सैन्य न्यायालय द्वारा दोषसिद्ध किये गये व्यक्तियों की सजा में परिहार प्रदान करने का अधिकार केन्द्र सरकार या उस सरकार द्वारा विहित प्राधिकारियों को है, सेना अधिनियम, 1950 (अधिनियम संख्या–45 सन् 1950) की धारा 112 वायुसेना अधिनियम 1950 (अधिनियम संख्या 45, सन्, 1950) की धारा 110 और नौ सेना अधिनियम, 1957 (अधिनियम संख्या 62, सन् 1950) की सुसंगत धारा। ऐसे मामलें को पुनरीक्षण बोर्ड या जिला मजिस्ट्रेट को नहीं भेजा जाना चाहिए। अधीक्षक को सिद्धदोष की शारीरिक दशा और मानसिक दशा तथा मुक्त करने के लिए उसकी उपयुक्तता के बारे में अपना विचार अभिलिखित करने के बाद पुनरीक्षण पत्रक को सीधे भारत के एडजुटेन्ट जनरल को प्रेषित करना चाहिए। मुक्ति के आदेश सीधे जेल को संसूचित किये जायेंगे, देखिए सेना अधिनियम 1950 की धारा 109, वायुसेना, अधिनियम 1950 की धारा 116 तथा नौ सेना अधिनियम, 1957 की सुसंगत धारायें।
जिला मजिस्ट्रेट की राय और जुर्माना आदि के बारे में ब्यौरे	225. दोषसिद्ध के जिला का जिला मजिस्ट्रेट अपनी राय जिसके समर्थन में विशेष रूप से किसी पेशेवर डकैत के मामले में उसकी सजा की समाप्ति के पूर्व करने की सलाह के बारे में विस्तृत कारण देते हुए पुनरीक्षण पत्रक पर अभिलिखित करेगा और अपराध का संक्षिप्त विवरण भी, जिसके लिए उसे सजा दी गयी थी, जिसमें सिद्धदोषी की इतिहार का यथा संभव पूरा और सही–सही ब्यौरा हो, वे दो दोषसिद्ध से पूर्व उसका आचरण और उसकी संलिप्तता और ऐसे ही अन्य मामलें जिनमें अपराध में वापस आने की आंशका के लिए उसके पारिवारिक परिवेश का विशेष उल्लेख हो। ऐसे सजा पाये

	कैदियों के ममाले में जिसे पांच वर्ष या उससे अधिक की कठोर कारावास की सजा दी गयी हो, जिला मजिस्ट्रेट अपनी राय देने के पूर्व नियम 45 में निर्दिष्ट वर्गीकरण के प्रपत्र में टिप्पणी के स्तम्भ–6 में अंकित और दोषसिद्ध के समय तैयार किये गये उसके संक्षिप्त इतिहास पर विचार करेगा। यदि किसी सिद्धदोषी को जुर्माना की सजा दी गयी गयी हो तो पुनरीक्षण पत्रक से यह प्रदर्शित होना चाहिए कि जुर्माना का भुगतान किया गया है अथवा नहीं। यदि जुर्माना की वसूली नहीं हुयी है तो जिला मजिस्ट्रेट यह बतायेगा कि क्या जुर्माना वसूल किये जाने कोई संभावना है।
पुनरीक्षण बोर्ड की संस्तुतियां	226. बोर्ड अपने समक्ष रखी सामग्री और पहले से ही सिद्धदोषी द्वारा भुगत ली गयी सजा की अवधि पर पड़ने वाले प्रभाव पर विचार करने के पश्चात निदेश दे सकता है कि मामले को एक विर्निष्टि निश्चित अवधि के लिए स्थगित रखा जाय या निम्नलिखित में से कोई एक संस्तुति कर सकता है :– (एक) कि सिद्धदोषी को सशर्त या बिना सशर्त मुक्त कर दिया जाय, (दो) कि समयपूर्व मुक्ति को अस्वीकार कर दिया जाय, (तीन) किसी संस्तुति के पूर्व दोषसिद्ध करने वाले न्यायालय की राय प्राप्त की जायेगी जिस पर मुक्त दिशा निर्देशित होगी।
पेशेवर बन्दियों/ डकैतों के मामलों की संवीक्षा	227. पुनरीक्षण बोर्ड को पेशेवर डकैतों अर्थात एक से अधिक दोषसिद्ध वाले डकैतों के मामलों की संवीक्षा विशेष सावधानी के साथ करनी चाहिए और ऐसे बन्दियों की समयपूर्व मुक्ति की संस्तुति तब तक नहीं करना चाहिए जब तक कि उनका समाधान न हो जाय कि बन्दियों के अपने पूर्व के आपराधिक कार्यकलापों को पुनः शुरू करने की कोई सम्भावना नहीं है।
सरकार को पुनरीक्षण पत्रकों का प्रेषण	228. किसी पुनरीक्षक बोर्ड द्वारा मुक्ति के लिए संस्तुत किये गये सभी सिद्धदोषियों के पुनरीक्षण पत्रक को बोर्ड के सचिव द्वारा सरकार को सीधे अग्रेषित किये जायेंगे। अन्य मामलों में पुनरीक्षण पत्रकों को संबंधित सिद्धदोषी के दोषसिद्ध वारंट के साथ संलग्न किया जायेगा और सिद्धदोष के अन्य जेलों में निरूद्ध होने के मामलों में उनके दोषसिद्ध वारंट के साथ इसी प्रकार संलग्न करने उन जेलों को अग्रसारित किया जायेगा।
पंजी में संस्तुतियॉ और आदेशों का प्रविष्टि किया जाना	229. प्रत्येक मामलें में पुनरीक्षण बोर्ड की संस्तुतियों और राज्य सरकार के आदेशों की एक टिप्पणी पुनरीक्षण बोर्ड के रजिस्टर में लिखी जायेगी।
सुपुर्दगी वारंट के साथ पुनरीक्षण पत्रक को संलग्न करना	230. इस अध्याय के उपबंधों के अधीन मुक्त किये गये प्रत्येक सिद्धदोषियों के मामलों में सिद्धदोषी के पुनरीक्षण पत्रक को सुपुर्दगी वारंट या वारंट के साथ संलग्न किया जायेगा जिसे उचित पृष्ठांकन के साथ संबंधित न्यायालय को वापस कर दिया जायेगा।

अध्याय–13

परिवीक्षा, पैरोल और गृह अवकाश पर मुक्ति

परिवीक्षा पर मुक्ति	231. यू0पी0 प्रिजनर्स रिलीज आन प्रोबेशन एक्ट 1938 (यू0पी0 एक्ट संख्या आठ सन् 1938) के अधीन कतिपय सिद्धदोषी उक्त अधिनियम एक्ट की निम्नलिखित दो धाराओं के अधीन मुक्ति के लिए अर्ह हैं :– (एक) धारा–2 के अधीन, जब सिद्धदोषी किसी संरक्षण की निगरानी में अपनी सजा का शेष भाग काटने के लिए सहमत हो। (दो) धारा–8 के अधीन, जब सिद्धदोषी ऐसी शर्तों जिन्हें राज्य सरकार द्वारा अधिरोपित किया जा सकेगा, के अनुपालन के अधीन अपने अच्छे व्यवहार के लिए एक अधिक प्रतिभूति के साथ बंधपत्र निष्पादित करे। उपरोक्त अधिनियम के अधीन बनायी गयी नियमावली जिसमें ऐसी मुक्ति के संबंध में सभी आवश्यक निर्देश अंतर्विष्ट है, परिशिष्ट तीन में अनुलग्न है।
धारा 08 के अधीन आवेदन	232 पूर्वोक्त अधिनियम की सन् 1938 की धारा–8 के अधीन सामान्य तथा केवल ऐसे मामलों में कार्यवाही की जाती है, जिनमें दण्ड की अवधि एक वर्ष से अधिक नहीं होती है और अपराध गंभीर प्रकृति क नहीं होता है। उन मामलों में जिनमें दण्ड की अवधि एक वर्ष से अधिक नहीं होती तथा अपराध गम्भीर प्रकृति का नहीं हो तो यह आवश्यक है कि आवेदन यथा सम्भव शीघ्र अग्रसारित किया जाना चाहिए। ऐसे आवेदनों के लिए कोई प्रपत्र विहित नहीं किये गये हैं। इसे दोषसिद्ध के जिला के जिला मजिस्ट्रेट को प्रस्तुत किया जा सकेगा। जिला मजिस्ट्रेट अपना समाधान करेगा कि आवेदन में सभी आवश्यक विवरण दिये गये हैं। वह यथासंभव शीघ्रतम समय के भीतर ऐसी जांच करेगा जिन्हें वह आवश्यक समझे। सिद्धदोषी की आयु और आचरण के संबंध में जिला मजिस्ट्रेट द्वारा अधीक्षक से सीधे विवरण प्राप्त किया जायेगा। जिला मजिस्ट्रेट आवेदन पत्रों को अपनी संस्तुतियों के साथ महानिदेशक कारागार को अग्रेषित करेगा।
परिवीक्षा पर मुक्ति का रजिस्टर	233. परिवीक्षा पर मुक्ति के लिए पात्र सिद्धदोषियों के नाम परिवीक्षा पर मुक्ति के रजिस्टर में अंकित किये जायेंगे और समुचित प्रविष्टियां उनमें दिये गये स्तम्भों में की जायेंगी।
अंतिक दिनांक जब किसी अच्छे आचारण को काई भी परिहार अनुमन्य न हो	234. परिवीक्षा पर मुक्त किये जाने के लिए पात्र किसी सिद्धदोषी के मामलें में जो अच्छे व्यवहार के परिहार का हकदार न हो तो मामलें को प्रस्तुत करने का अंतिम दिनांक कारावास की कुल अवधि के एक तिहाई अवधि की समाप्ति का दिनांक होगा और उस माह में जिसमें ऐसा दिनांक पड़ता हो प्रविष्टि की जायेगी और कोई विचारण के दिनांक को अभिलिखित करना आवश्यक नहीं होगा।
विचारण का दिनांक जब अच्छे के लिए परिहार अनुमन्य है।	235. ऐसे सिद्धदाषी के लिए जो परिहार व्यवस्था का लाभ प्राप्त करने का हकदार हो, नीचे दिये गये अनुदेशों के अनुसार विचारण का दिनांक प्रथम अवसर पर निश्चित किया जायेगा :– (क) यदि वह ऐसा कैदी है जिसे आजीवन कारावास का दण्ड दिया गया है और जब उसने चौदह वर्ष की कुल वास्तविक अवधि का कारावास भुगत लिया है तो उस पर दण्ड प्रक्रिया संहिता, 1973 की

	धारा–433–क लागू होती है। (ख) यदि वह ऐसा बंदी है जिसे आजीवन कारावास का दण्ड दिया गया है और जब उसने चौदह वर्ष की कुल अवधि के लिये कारावास परिहार सहित भुगत लिया है तो उस पर दण्ड प्रक्रिया संहिता 1973 की धारा–433–क लागू नहीं होती है, और (ग) किसी अन्य मामलें में यदि वह परिहार के बिना अपने कारावास की अवधि के रूप में एक तिहाई सजा भुगत ली है।
अंतिम दिनांक निश्चित किया जाना	236. जब विचारण का दिनांक आता है, सिद्धदोषी के परिहार कार्ड का सावधानीपूर्वक परीक्षण किया जायेगा और अर्जित परिहारों तथा उस समय पर उपलब्ध सूचना के अनुसार सिद्धदोषी द्वारा संभावित रूप से अर्जित किये जाने वाले परिहारों के आधार पर मामलें को प्रस्तुत किये जाने का अंतिम दिनांक निश्चित किया जायेगा। अंतिम दिनांक वह दिनांक होगा जिस पर वास्तव में भुगते गये कारावास की अवधि तथा पूर्ववर्ती कैलेण्डर माह के अंतिम दिनांक तक अर्जित किये गये परिहारों को जोड़ने के बाद ऐसी अवधि नियम 235 में विर्निष्टि अवधि के बराबर हो जाय।
प्रस्तुतीकरण के योग्य मामलों की सूची	237. किसी निश्चित कैलेण्डर माह में प्रस्तुतीकरण के योग्य सभी मामलों की सूची उस माह से तीन माह पूर्व तैयार कर ली जायेगी। इस सूची के उद्धरण पूरे ब्यौरे जैसे सिद्धदोषियों के नाम, पता सहित सिद्धदोषियों के निवास के जिला में मुक्त बंदियों के पुनर्वास और कल्याणार्थ सरकार द्वारा मान्यता प्राप्त समिति के सचिव को इस प्रकार से भेजे जांय कि यह उसके पास प्रत्येक सिद्धदोषी के मामलें के प्रस्तुत होने के अंतिम दिनांक से कम से कम छह सप्ताह पूर्व पहुँच जांय। सिद्धदोषियों को परिवीक्षा पर मुक्ति के लिए आवेदन करने की उनकी पात्रता के दिनांक की सूचना भी दी जायेगी तथा जैसे ही सूची पूरी हो जाय, परेड पर उनको नियमों का तात्पर्य स्पष्ट कर दिया जाय।
सिद्धदोषियों को सुविधाएं	238. सिद्धदोषियों को पत्र लिखने के संबंध में विशेष सुविधायें अपने संरक्षकों की व्यवस्था करने के उद्देश्य से, परिवीक्षा नियमावली द्वारा यथापेक्षित, अपने संबंधियों और मित्रों को संसूचित करने में सहायता के लिए उपलब्ध करायी जायेंगी। संबंधियों अथवा प्रस्तावित संरक्षकों के साथ विशेष साक्षात्कर की भी अनुमति अधीक्षक के विवेक पर इसी प्रायोजन के लिए दी जा सकेगी। परिवीक्षा नियमावली के नियम–4 के अधीन मुक्ति के लिए आई कोई सिद्धदोषी अधीक्षक को विहित प्रपत्र में ऐसी पात्रता दिनांक से एक माह पूर्व आवेदन कर सकता है।
एक से अधिक मामलों में सजा भुगत रहे सिद्धदोषी	239. जब किसी सिद्धदोषी को अनेक अपराधों में दोषसिद्ध किया गया हो जिसमें से कुछ उसे परिवीक्षा पर मुक्ति के लिये अपात्र बनाते हों जबकि अन्य उसे ऐसी मुक्ति का हकदार बनाते हो और पूर्ववर्ती अपराधों की सजा बाद के अपराधों की सजा से कम हो तो उसके मामलें को पूर्ववर्ती अपराधों के लिए सजा की समाप्ति पर प्रस्तुत किया जायेगा अथवा इसके बाद उसके द्वारा अपनी अपनी पश्चातवर्ती अपराधों की सजा के उस अपेक्षित भाग को भुगत लेने पर जो उसको ऐसी मुक्ति का हकदार बनाता है, यथाशीघ्र प्रस्तुत किया जायेगा। ऐसे मामलों में अपराधों के इन दो वर्गों के लिए प्रदान की गयी सजाओं की अवधि की समाप्ति और प्रारम्भ होने से संबंधित विवरण सदैव आवेदन के

	प्रपत्र पर अंकित किये जायेंगे।

प्रपत्र–क	240. परिवीक्षा नियमावली के साथ संलग्न प्रपत्रों को सावधानी पूर्वक तैयार किया जायेगा और सभी ब्यौरा को पठनीय रूप से लिखा जायेगा। सिद्धदोषियों और संरक्षकों का पूरा नाम और पता होगा, प्रपत्र पर पुलिस रिपोर्ट को नहीं लिखा जायेगा, परन्तु अलग कागज पर लिखा जा सकता है और यदि आवश्यक हो तो संलग्न किया जा सकता है।
प्रपत्रों को संचित रखा जाय	241. इन प्रपत्रों का पर्याप्त स्टाक सिद्धदोषियों, उनके संबंधियों या स्वयं को उनका संरक्षक बताने वाला व्यक्तियों को बिना शुल्क देने के लिए प्रत्येक जेल में रखा जायेगा।
समयपूर्व मुक्ति के लिए योग्य सिद्धदोषियों से आवेदन	242. अधीक्षक और जिला मजिस्ट्रेट को ऐसा सिद्धदोषियों जिन की मुक्ति का सामान्य दिनांक उनके आवेदन करने के दिनांक से तीन माह के भीतर पड़ता हो का आवेदन स्वीकार नहीं करना चाहिए क्योंकि जब तक राज्य सरकार द्वारा आदेश पारित होता है तब तक सिद्धदोषियों की जेल से मुक्ति हो जाने की सम्भावना रहती है।
संरक्षक की अनुपयुक्तता के कारण	243. जिला मजिस्ट्रेट, जब किसी विशेष संरक्षक को अनुपयुक्त समझता है तो संक्षेप में इसका कारण बतायेगा।
बोर्ड की संख्या	244. (क) परिवीक्षा नियमावली के नियम–6 (5) में निर्दिष्ट बोर्ड की बैठकें वर्ष की प्रत्येक तिमाही में सामान्यतया आयोजित होगी। (ख) महानिदेशक कारागार द्वारा जिलों से प्राप्त आवेदनों पर एक बोर्ड पर विचार किया जायेगा जिसमें निम्नलिखित होंगे :– 1. महानिदेशक, कारागार.....अध्यक्ष 2. गृह सचिव, उ0प्र0 शासन द्वारा नामानिर्दिष्ट न्याय विभाग का विशेष सचिव.....सदस्य 3. सचिव, न्याय विभाग द्वारा नामानिर्दिष्ट विशेष सचिव, उ0प्र0 शासन, न्याय विभाग.....सदस्य 4. मुख्य परिवीक्षा अधिकारी, उत्तर प्रदेश.....सदस्य 5. अपर महानिरीक्षक, कारागार.....सदस्य टिप्पणी : तीन सदस्यों द्वारा बोर्ड के बैठक का कोरम पूरा होगा। (ग) ऐसे सिद्धदोषियों के मामलों जो नियमों के अधीन मुक्ति के लिए अनर्ह हैं, को बोर्ड के समक्ष रखे बिना ही सचिव द्वारा वापस कर दिये जायेंगे। (घ) आवेदनों की प्राप्ति में किसी विलम्ब को सचिव द्वारा संबंधित प्राधिकारियों के संज्ञान में जाना चाहिए। (ड.) उपरउल्लिखित बैठक के एक सप्ताह के भीतर सचिव बैठक की कार्यवाही राज्य सरकार को अग्रसारित कर देगा।
निश्चित अवधि की समाप्ति के पश्चात मुक्ति	245. जब सरकार निदेशित यह करे कि किसी सिद्धदोषी को एक निश्चित अवधि की समाप्ति के बाद लाईसेंस पर मुक्त कर दिया जायेगा तो अधीक्षक उस अवधि की समाप्ति के पूर्व प्रपत्र–क में मूल आवेदन पत्र जिस पर सरकार के जब आदेश प्रपत्र–घ में लाईसेंस जारी करने के लिए पृष्ठांकित किये गये थे, पुनः प्रस्तुत करेगा। जब बोर्ड द्वारा मुक्ति को निश्चित अवधि के लिए स्थगित किया जाता है

	अथवा जब मामलें को एक निर्धारित समय के बाद लाईसेंस पर मुक्ति के लिए संस्तुत किया जाता है तो उस अवधि की गणना उस दिनांक से की जायेगी जब बोर्ड की बैठक आयोजित हुई थी।

मुक्ति के लिए सिद्धदोषियों का स्थानान्तरण	246. परिवीक्षा नियमावली के अधीन मुक्त करने के प्रायोजन से सिद्धदोषियों का स्थानान्तरण उनके जिला में यदि आवश्यक हो, करने के लिए महानिदेशक, (कारागार) की स्वीकृति अपेक्षित नहीं होती है।
लाईसेंस पर बंदियों की मुक्ति के मामले पुनरीक्षण बोर्ड के कार्य क्षेत्र में नहीं होना	247. ऐसे सिद्धदोषियों के मामले, जिन्हें लाईसेंस पर मुक्त किया गया हो पुनरीक्षण बोर्ड के समक्ष नहीं रखे जायेंगे।
संरक्षक	248. अधीक्षक संरक्षक की पहचान के सबंध में, किसी सिद्धदोषी का भार साधन उसको देने के पूर्व अपना समाधान कर लेगा। जब संरक्षक कोई परिवीक्षा अधिकारी न हो अथवा कोई व्यक्ति जिससे जेल के प्राधिकारी सुविचारित न हो तो जिला मजिस्ट्रेट सम्भावित संरक्षक को एक प्राधिकार पत्र जारी कर सकता है जिससे सिद्धदोषी को उसके अधिकृत संरक्षक को सौंपने में कोई कठिनाई न उत्पन्न हो।
गृह अवकाश	249. सिद्धदोषी बंदियों को परिशिष्ट चार में संलग्न नियमावली के अनुसार लघु अवधि के लिये गृह अवकाश की सुविधा दी जा सकेगी।
पैरोल	250. सिद्धदोषियों को पैरोल की स्वीकृति संबंधित समय–समय पर यथा संशोधित नियमावली परिशिष्ट सोलह में संलग्न उत्तर प्रदेश (बंदियों के दण्डादेश का निलम्बन) नियमावली, 2007 के अनुसार होंगे।

अध्याय–14

बंदियों का वर्गीकरण और पृथक्करण

बंदियों की श्रेणियां	251. किसी जेल में निरूद्ध बंदी निम्नवत हो सकता है :– 1. आपराधिक बंदी में जिसमें निम्नलिखित है :– (क) दोषसिद्ध बंदी जिसमें दण्ड प्रक्रिया संहिता 1973 की धारा 122 के अधीन जेल में निरूद्ध या सुपुर्द किया गया ऐसा बंदी भी है जो उक्त संहिता की धारा 117 के अधीन प्रतिभूति जमा करने का आदेश देने पर ऐसा करने में विफल रहा है। (ख) बिना दोषसिद्ध अथवा विचारणाधीन बंदी। 2. ऐसे बन्दियों के निरूद्ध से सम्बन्धित किसी विधि के अधीन बिना विचारण के निरूद्ध कोई बंदी, और 3. दण्ड प्रक्रिया संहिता, 1973 की धारा 125 के अधीन किसी जेल में निरूद्ध कोई व्यक्ति। 4. सिविल बंदी
सिविल बन्दी की परिभाषा	252. पद ''सिविल'' बन्दी में निम्नलिखित सम्मिलित है :– 1. किसी सिविल न्यायालय की डिक्री के निष्पादन में वारंट के अधीन परिरूद्ध कोई निर्णीत ऋणी; 2. उत्तर प्रदेश भू–राजस्व अधिनियम (तीन सन् 1901) की धारा 148 के अधीन अभिरक्षा में निरूद्ध कोई राजस्व व्यति क्रमी; 3. आपराधिक बंदी या नजर बंदी से भिन्न साधारण कोई बंदी।
दोषसिद्ध बंदियों का वर्गीकरण	253. दोषसिद्ध बंदियों को दो श्रेणियों में वर्गीकृत किया जायेगा; 1. आकस्मिक ; और 2. आभ्यासिक–इस नियमावली के अध्याय–2 में यथा परिभाषित किया गया है।
आकस्मिक बंदियों के उपश्रेणियों	254. आकस्मिक बंदियों को निम्नलिखित उप श्रेणियों में विभक्त किया जायेगा :– क स्टार ; और ख साधारण यह वर्गीकरण संबंधित न्यायालय द्वारा किया जायेगा। उन आकस्मिक बंदियों को जिनका पूर्व चरित्र अच्छा या जिनका पूर्ववृत्त आपराधिक नहीं है और उनका अपराध घोर क्रूरता, गम्भीर नैतिक अद्यमता या मानसिक दुराचिरता को नहीं बताता है, स्टार उप श्रेणी में वर्गीकृत किया जायेगा। शेष आकस्मिक बंदियों को साधारण 'उप श्रेणी' में प्रत्यावर्तित कर सकता है। अधीक्षक साधारण श्रेणी को, यदि जेल में उसके जीवनचर्या और आदतों के विशेष अध्ययन करने के बाद वह इसे आवश्यक समझे स्टार आकस्मिक बंदी में वापस कर सकता है।
आभ्यासिक बंदियों की उपश्रेणियॉ	255. आभ्यसिक बंदियों को निम्नलिखित उपश्रेणियों में विभक्त किया जायेगा :– 1. गैर पेशेवर ; और 2. पेशेवर गैर पेशेवर आभ्यासिक उपश्रेणी में वे बंदी सम्मिलित होंगे जो अपनी परिवेश या कुछ शारीरिक या मानसिक कमी के कारण अपराध में चले गये हैं और जो पहली बार अपराधी नहीं हैं। अन्य उप श्रेणियों में अन्य सभी आभ्यासिक बंदियों को सम्मिलित किया जायेगा, उदाहरणार्थ, वे व्यक्ति जिनका एक उद्देश्य होता है, स्वस्थचित्त होते हैं और अधिकांशतः शारीरिक रूप से स्वस्थ होते हैं, प्रायः अत्यधिक कुशल होते हैं और जो जानबूझकर सब कुछ समझते हुए अपराध का जीवन चुनते हैं और उस जीवन के लिए आवश्यक दावंपेंच और चालबाजी जानते हैं।

उच्चतर और साधारण श्रेणियों में वर्गीकरण	256. दोषसिद्ध आपराधिक बंदियों को दो श्रेणियों में विभक्त किया जायेगा। 1. उच्चतर, और 2. साधारण उच्चतर श्रेणी में बन्दियों को प्रवेश राज्य सरकार के आदेश द्वारा किया जा सकेगा। उच्चतर श्रेणी के बंदियों से बर्ताव संबंधी नियमावली के अध्याय–15 में अंतर्विष्ट हैं। सभी दोषसिद्ध बंदी, जिन्हें उच्चतर श्रेणी में प्रवेश नही दिया गया है उन्हें साधारण श्रेणी के बंदी के रूप में जाना जायेगा और वे इस मैनुअल में यथा अन्तर्विष्ट बंदियों के बर्ताव के सम्बन्ध में, सामान्य नियमों द्वारा शासित होंगे।
उच्चतर श्रेणी के लिए संस्तुतियां	257. (क) किसी अपराधिक बंदी के संबंध में जो इसके पूर्व आरोपी है, चाहे विचारण, जांच, अपील या पुनरीक्षण में नियम 259 के उपबंधों को दृष्टिगत रखते हुए उच्च न्यायालय राज्य सरकार, और सत्र न्यायालय या जिला मजिस्ट्रेट को उच्च श्रेणी में उसके प्रवेश के लिये संस्तुति कर सकता है। (ख) उच्च न्यायालय, राज्य सरकार को आदेश की प्राप्ति के लम्बित रहते हुए संबंधित जेल के अधीक्षक को अनंतिम रूप में उच्च श्रेणी में प्रवेश का निदेश दे सकता है और जेल का अधीक्षक ऐसे निदेश का पालन करेगा।
उच्चतर श्रेणी में बंदी के प्रवेश के लिए शर्तें	258. (1) उच्चतर श्रेणी सामान्यतया ऐसे बंदी को नहीं दी जायेगी जिसको दण्ड प्रक्रिया संहिता 1973 के अध्याय–8 के अधीन निरूद्ध करने के लिए आदेश दिये गये हों अथवा जिसे निम्नलिखित में से किसी अपराध के लिए दोषी ठहराया गया हो :– क– भारतीय दण्डसंहिता के अध्याय 5–क, 6, 7 और 8, धारा–161, अध्याय 12, 15, 16, 17 और 18 के अधीन अपराध; ख– आयुध अधिनियम, 1959 की धारा 25 और 27 के अधीन अपराध; ग– भ्रष्टाचार निवारण अधिनियम, 1947 के अधीन अपराध; घ– विधि विरूद्ध क्रिया कलाप (निवारण) अधिनियम, 1967 के अधीन अपराध; ड.– गुण्डा नियंत्रण अधिनियम, 1970 के अधीन अपराध; च– खाद्य अपमिश्रण निवारण अधिनियम, 1954 के अधीन अपराध; छ– ऊपर उल्लिखित अपराधों में से किसी अपराध के लिए उकसाने का अपराध; ज– विदेशी अधिनियम, 1946 की धारा 14 के अधीन अपराध ; झ– हिसां या नैतिक अद्यमता वाले कोई अन्य अपराध। ञ– महिलाओं और बच्चों के विरूद्ध अपराध। ट– उत्तर प्रदेश गिरोह बंद और समाज विरोधी क्रिया क्लाप (निवारण) अधिनियम, 1986 के अधीन अपराध। ठ– आतंक, ध्वंसकारी क्रियाकलापों या संगठित अपराध विषयक अन्य विशेष अधिनियम। (2) यदि जिला मजिस्ट्रेट का समाधान हो जाता है कि बंदी की शिक्षा, चरित्र और पूर्ववृत्त किये गये अपराध की प्रकृति तथा उसके पीछे के कारण बन्दी के साथ उच्चतर श्रेणी के बर्ताव को न्यायोचित ठहराते हो तो वह स्वंय अपने प्रस्ताव पर या नियम 257 खण्ड (क) के अधीन सत्र न्यायालय अथवा

	मजिस्ट्रेट द्वारा की गयी संस्तुति पर निम्नलिखित को उच्चतर श्रेणी की अनुमति दे सकता है :– क– बंदी जो उपनियम (1) द्वारा आच्छादित नहीं है और ख– बंदी जो उपनियम (1) द्वारा आच्छादित है को, परन्तु अत्यंत आपवादिक मामलों में। (3) उन आधारों को बताते हुए जिन पर जिला मजिस्ट्रेट द्वारा उच्चतर श्रेणी की स्वीकृति दी गयी, एक संक्षिप्त टिप्पणी राज्य सरकार को प्रस्तुत की जायेगी। (4) राज्य सरकार या तो स्वयं अपने प्रस्ताव पर या उच्च न्यायालय द्वारा की गयी संस्तुतियों के अनुसार कारणों को लिखित रूप में अभिलिखित करके किसी बंदी को उच्चतर श्रेणी स्वीकृत कर सकती है, यदि यह समाधान हो जाता है कि बंदी की शिक्षा, चरित्र और पूर्ववृत्त, किये गये अपराध की प्रकृति और उसके पीछे के कारण इस न्यायाचित ठहराते हों।
सैन्य बंदी	259. सेना न्यायालय द्वारा दोषसिद्ध किये गये सैन्य बंदियों के मामलें में जब भी ऐसा बंदी को जेल में प्रवेश दिया जाता है तो अधीक्षक उस जिला के जिला मजिस्ट्रेट को जिसमें बंदी निवास करता है, सूचित करेगा और यदि जिला मजिस्ट्रेट समझता है कि ऐसे बन्दियों को उच्चतर श्रेणी मिलनी चाहिए तो उसे राज्य सरकार से आदेश प्राप्त करना चाहिए। अन्य संबंध में नियम–259 के समान्य अनुदेश लागू होंगे।
सिविल बंदी	260. सिविल बंदियों की दो श्रेणी होंगी – 1. उच्चतरः और 2. साधारण राज्य सरकार या सिविल बंदी के निवास के जिला का जिला मजिस्ट्रेट लिखित रूप में अभिलिखित किये जाने वाले कारणों से सिविल बंदी का उच्चतर श्रेणी प्रदान करेगा यदि उसका समाधान हो जाता है कि उसकी शिक्षा, चरित्र और पूर्ववृत्त इसको न्यायोचित ठहराते हो।
विचाराधीन बंदी	261. गैर दोषसिद्ध अपराधिक बंदियों को दो श्रेणी में विभक्त किया जायेगा – 1. उच्चतर ; और 2. साधारण
नजर बंदी	262. नजरबंद को दो श्रेणियों में विभक्त किया जायेगा – बंदियों का जेल में वर्गीकरण और बर्ताव ऐसे नियमों द्वारा शासित होगा जैसा विहित किया जाय। 1. उच्चतर ; और 2. साधारण
वर्गीकरण का प्रपत्र	263. दोषसिद्ध आपराधिक बंदियों के वर्गीकरण का प्रपत्र नीचे विहित रूप है :– (वारंट के साथ भरा जाय) वर्गीकरण का प्रपत्र न्यायालय में भरा जाय 1. सिद्धदोषी का नाम..... 2. पुत्र श्री..... 3. दोषसिद्ध करने वाले न्यायालय का नाम..... 4. धारा या धारायें जिनके अन्तर्गत दोषसिद्ध किया गया .....

	5. पारित दण्ड या पारित आदेश यदि प्रतिभूति देने में असफल होने पर कारावास में बंदी किया गया..... 6. दण्ड दिये जाने का दिनांक..... 7. किस रूप में बर्ताव किया जाय– आभ्यासिक ..... आकस्मिक. ..... 8. यदि आभ्यासिक है तो किस रूप में बर्ताव किया जाय– 9. पेशेवर गैर पेशेवर ..... 10. पूर्ववर्ती दोषसिद्ध या दोषसिद्धियों का विवरण..... 11. क्या सिद्धदोषी पेशेवर, अनुवांशिक या अत्यंत खतरनाक है..... 12. क्या अपराध संगठित रूप में है..... 13. यदि आकस्मिक है तो किस रूप में बर्ताव किया जाय..... साधारण– स्टार– पीठासीन अधिकारी के हस्ताक्षर स्थानः न्यायालय की मुहर दिनांकः 14. (एक) क्या उच्चतर श्रेणी में प्रवेश दिया गया है ..... (दो) यदि हां, सरकार के आदेश की संख्या और दिनांक..... स्थानः अधीक्षक का हस्ताक्षर दिनांकः टिप्पणी : (1) अनावश्यक प्रविष्टियों को काट दे। दोषसिद्ध करने वाले न्यायालय के पीठसीन अधिकारी का यह कर्तव्य है कि वह प्रपत्रों में मद संख्या 7 से 9 तक को अपने हस्तलेख में भरे और मामले के अभिलेख के साथ प्रपत्र को संलग्न कर दे जिससे इसे सिद्धदोषी के वारंट के साथ दाखिल किया जा सके और सिद्धदोषी के साथ जेल भेजा जा सके। (2) यदि किसी न्यायालय में एक अधिक पीठासीन अधिकारी है तो उनमें से किसी एक के द्वारा मद संख्या 7 से 9 की प्रविष्टियां अपने हस्तलेख में भरी जायेंगी। (3) ऐसे सिद्धदोषियों के मामले में, जिन्हें पांच वर्ष या उससे अधिक के सश्रम कारावास की सजा दी गयी है, न्यायालय द्वारा पुलिस की सहायता से एक संक्षिप्त तैयार करना होता है जिसमें अपराध की प्रकृति, पूर्व का आचरण और सिद्धदोषी की संगति और इसी प्रकार के मामले प्रदर्शित हों जो समयपूर्व मुक्ति का प्रश्न जब कभी उत्पन्न हो, प्रभावित होता हो इसकी एक प्रति न्यायालय में रखी जायेगी और दूसरी सिद्धदोषी के वर्गीकरण के प्रपत्र के साथ संलग्न की जायेगी।
अधीक्षक द्वारा अनंतिम वर्गीकरण	264. किसी बंदी के वर्गीकरण के संबंध में दोषसिद्ध करने वाले न्यायालय द्वारा आदेश के अभाव में जहॉ तक न्यायालय का संबंध है, अधीक्षक न्यायालय को संदर्भ भेजेगा और ऐसे संदर्भ के परिणाम के लम्बित रहने पर अपने ओर से बंदी का वर्गीकरण करेगा।
वर्गीकरण के विरूद्ध पुनरीक्षण	265. कोई व्यक्ति जिसे आभ्यासिक श्रेणी में रखा गया हो, सत्र न्यायाधीश के आदेश या उस प्राधिकारी के आदेश, जिसके द्वारा वर्गीकरण किया गया हो, को पुनरीक्षण के लिए आवेदन कर सकता है।

वर्गीकरण का पुनरीक्षण	266 (क) दोषसिद्ध करने वाले न्यायालय या सत्र न्यायाधीश जैसी भी स्थिति हो, अपने द्वारा किये गये वर्गीकरण का पुनरीक्षण कर सकते हैं तथा सत्र न्यायाधीश किसी सिद्धदोषी जिसमें ऐसा व्यक्ति भी है जिसे प्रतिभूति देने में असफल रहने के कारण जेल के सुपुद्र या निरूद्ध किया गया हो, दोषसिद्ध करने वाले न्यायालय द्वारा किये गये वर्गीकरण का पुनरीक्षण कर सकता है परन्तु यह कि ऐसा पुनरीक्षण उन तथ्यों के आधार पर किया गया है जो उस न्यायालय के समक्ष उस समय नहीं थे जब वह वर्गीकरण किया गया था। (ख) निरन्तर अच्छे या बुरे आचरण के आधार पर वर्गीकरण का श्रेणियों और उपश्रेणियों में पुनरीक्षण करने के लिए भी अधीक्षक द्वारा महानिदेशक कारागार की संस्तुति भी की जा सकती है जिनका आदेश अंतिम होगा। टिप्पणी : पद 'सत्र न्यायाधीश' का तात्पर्य उन जिला के सत्र न्यायाधीश से है जिसमें बन्दी को दोषसिद्ध किया गया था।
प्रत्येक सिद्धदोषी के मामले में आवश्यक वर्गीकरण	267. अधीक्षक यह देखेगा कि दोषसिद्ध करने वाले न्यायालय द्वारा प्रस्तुत वर्गीकरण के प्रपत्र के अनुसार प्रत्येक दोषसिद्ध बंदी को आभ्यासिक या आकस्मिक के रूप में वर्गीकृत किया गया है।
वर्गीकरण का सुधार	268. (क) जब कोई सिद्धदोषी जिसे आभ्यासिक के रूप में वर्गीकृत नहीं किया गया, बाद में पता चलता है कि वह पहले किसी अपराध के लिए दोषसिद्ध हुआ है तो अधीक्षक संबंधित न्यायालयों को सूचित करेगा और यदि आवश्यक हुआ तो वर्गीकरण के लिए उनको प्रेषित करेगा। (ख) किसी अन्य मामले में जिसमें अधीक्षक विचार करता है कि किसी बन्दी के वर्गीकरण को पुनरीक्षित किया जाना चाहिए तो वह नियम, 267 (ख)के अधीन कार्यवाही करेगा।
विभिन्न श्रेणियों के बन्दियों का पृथक्करण	269. किसी जेल में जहॉ एक से अधिक वर्ग के बंदी निरूद्ध हैं अधीक्षक यथासंभव अलग क्षेत्र, प्रकोष्ठ या बैरक में विभिन्न वर्गों के पूरी तरह पृथक–पृथक करने की व्यवस्था, कारागार अधिनियम 1894, की धारा 27 की अपेक्षाओं और इस अध्याय में अंतर्विष्ट नियमों के अनुसार करेगा।
आकस्मिक को आभ्यासिक बंदियों से पृथक्करण	270. आकस्मिक सिद्धदोषियों को, यथासंभव, आभ्यासिक सिद्धदोषियों से अलग रखा जायेगा।
पेशेवर को गैर पेशेवर आभ्यासिक बंदियों से पृथक करना	271. आभ्यसिक बन्दियों के पेशेवर और गैरपेशेवर उपश्रेणियों के लिए यथासंभव पृथक वार्ड होंगे। वाद के उपश्रेणी से संबंधित बंदियों को अन्य सभी श्रेणियों के बन्दियों से पूरी तरह अलग–अलग रखना चाहिए।
विशिष्ट श्रेणी के बंदियों के लिये आरक्षित जेलों में स्थानान्तरण	272. विशिष्ट श्रेणी के बन्दियों के लिए आरक्षित जेलों के बंदियों का स्थानांतरण इसके प्रतिकूल किसी विशेष उपबंध के अभाव में और महानिदेशक, (कारागार) द्वारा पारित किसी सामान्य या विशेष आदेश के अध्यधीन, अधीक्षक द्वारा महानिदेशक (कारागार) की पूर्व स्वीकृति के बिना किया जा सकेगा।

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अध्याय–15

उच्चतर श्रेणी के सिद्धदोषी

उच्चतर श्रेणी के सिद्धदोषी	273. उच्चतर श्रेणी के सिद्धदोषी वे सिद्धदोषी है, जिन्हें राज्य सरकार के आदेश द्वारा अथवा राज्य सरकार के आदेश के लम्बित रहने के दौरान जिला मजिस्ट्रेट, उच्च न्यायालय, जिला और सत्र न्यायाधीश अथवा अपर सत्र न्यायाधीश के आदेश के अधीन उच्चतर श्रेणी में प्रवेश दिया गया है।
सामान्य नियमों का लागू होना	274. इस अध्याय में उप बंधित के सिवाय जेल नियम संग्रह में सामान्य नियम उच्चतर श्रेणी के सिद्धदोषियों पर भी लागू होंगे।
उच्चतर श्रेणी के सिद्धदोषियों के लिए आवास	275 उच्चतर श्रेणी के सिद्धदोषियों को जहॉ ऐसा आवास उपलब्ध है, अन्य सिद्धदोषियों से अलग रखा जायेगा और कोठरियों या संयुक्त बैरकों (एसोसिएशन बैरक) जिन्हें उनके लिए विशेष रूप से अलग किया गया हो रहने का स्थान दिया जायेगा। परन्तु इसे जेल की सजा के रूप में अधिरोपित किये जाने के सिवाय, यह कारावास किसी भी मामलें में पृथक परिरोध की प्रकृति का बिलकुल नहीं होगा।
उच्चतर श्रेणी सिद्धदोषियों के लिए कार्य	276. उच्चतर श्रेणी के सिद्धदोषियों के लिए कार्यों का आवंटन कठोर कारावास से दण्डित प्रत्येक उच्चतर श्रेणी के सिद्धदोषी की सामर्थ्य, चरित्र, पूर्व जीवन–चर्चा और पूर्व वृत्त को ध्यान में रखते हुए सावधानीपूर्वक किया जायेगा।
गर्मी के मौसम में खुले में सोने की सुविधा	277. उच्चतर श्रेणी के सिद्धदोषियों को गर्मी के दौरान 15 अप्रैल से 15 अक्टूबर के मध्य खुले में सोने की अनुमति दी जा सकेगी यदि विशिष्ट जेल में व्यवस्थायें सुरक्षा के साथ और किसी अतिरिक्त खर्च के बिना ऐसा करने अनुमति दें।
फर्नीचर आदि की वस्तुएं	278. उच्चतर श्रेणी के सिद्धदोषियों को फर्नीचर आदि की निम्नलिखित वस्तुएॅ उपलब्ध करायी जायेंगी :–

कोठरी में	संयुक्त बैरक में
एक पंलग;	एक बर्थ
एक छोटी मेज;	एक बड़ी मेज बेन्चों के साथ;
एक स्टूल;	–
साफ–सफाई की सामग्री;	साफ सफाई की सामग्री
एक लैम्प;	कई लैम्प
एक मच्छरदानी;	एक मच्छरदानी;

बर्तन	279. (क) प्रत्येक उच्चतर श्रेणी के सिद्धदोष को खाने–पीने के निम्नलिखित की आपूर्ति की जायें :–

	एक गिलास; दो कप; एक जग; एक चम्मच और एक थाली और अन्य आवश्यक सुविधायें।
	(ख) उच्चतर श्रेणी के प्रत्येक सिद्धदोषी को सरकारी खर्च पर निम्नलिखित वस्तुतएं उपलब्ध करायी जायेंगी– नीम की दातून या बारीक मंजन प्रतिदिन, नवम्बर से फरवरी की अवधि के दौरान 120 ग्राम सरसों का तेल प्रति सप्ताह, साबुन की 45 ग्राम की दो टिकिया प्रति सप्ताह, कपड़े धोने की 60 ग्राम की एक टिकिया प्रति सप्ताह और जूत पालिश (यदि आवश्यकता हो), सिद्ध सिद्धदोषियों को इसके अतिरिक्त प्रतिमाह 45 ग्राम की साबुन की एक टिकिया दी जायेगी, महिला सिद्धदोषियों को सिन्दूर तथा बिन्दियों के उपयोग की अनुमति दी जायेगी। (ग) उच्चतर श्रेणी का सिद्धदोषी अधीक्षक की पूर्व स्वीकृति से जेल में जीवन की सुख सुविधाओं की पूर्ति के लिए मित्रों एवं संबंधियों से धन प्राप्त कर सकेगा। इस प्रकार जमा की गयी धनराशि को परिशिष्ट सी में वर्णित वस्तुओं को उचित मात्रा में खरीदने पर व्यय कर सकता है। अधीक्षक उच्चतर श्रेणी के सिद्धदोषी को स्वंय अपना सेफ्टी रेजर तथा दाढ़ी बनाने के अन्य सामान के उपयोग की अनुमति दे सकता है।
वस्त्र	280. उच्चतर श्रेणी के सिद्धदोषी को परिशिष्ट दो में यथा विहित वस्त्र तथा अन्य सामग्री प्रदान की जायेगी। टिप्पणी : उच्चतर श्रेणी के बंदियों यदि वे पंसद करें तो अपने वस्त्र पहन सकते हैं और उन्हें अपना बिस्तर जूते आदि परिशिष्ट दो में, नियम 279 में, दिये गये मापदण्ड के अध्यधीन उपलब्ध कराया जा सकता है।
फर्नीचर आदि की जीवन अवधि	281. फर्नीचर, वस्त्र इत्यादि जिन्हे उच्चतर श्रेणी के सिद्धदोषी को पूर्ति की गयी है, को साधारण तथा निम्नवत् चलना चाहिए– फर्नीचर (लैम्प को छोड़कर) 10 वर्ष टिप्पणी : वस्त्रों, बिस्तरों और अन्य सामग्रियों की जीवन अवधि परिशिष्ट बी में दिये गये मापदण्ड के अनुसार होगी।
आहार का मापदण्ड	282. उच्च श्रेणी के सिद्धदोषियों को परिशिष्ट ए में यथा विहित मात्रा में दैनिक आहार प्रदान किया जायेगा।
समाचार पत्र और पत्रिका में	283. (क) उच्चतर श्रेणी के सिद्धदोषियों को सरकारी खर्च पर अंग्रेजी का एक समाचार भारतीय भाषाओं का एक समाचार पत्र और एक साम्ययिक पत्रिका या पत्रिका, जाो निषिद्ध सूची में न हो, की पूर्ति की जायेगी। (ख) जहॉ किसी जेल में बड़ी संख्या में उच्चतर श्रेणी के सिद्धदोषी है वहॉ ऐसे सिद्धदोषियों को दी जाने वाली दैनिक समाचार पत्र की प्रतियों की संख्या को अधीक्षक के विवेक पर छोड़ दिया गया है,

	परन्तु यह प्रतियेक पांच सिद्धदोषी के लिए एक से अधिक नहीं होगी।

पत्र लिखना और साक्षात्कार	284. (क) उच्चतर श्रेणी के सिद्धदोषी प्रतिमाह दो पत्र लिख सकते हैं और दोबार साक्षात्कार दे सकते हैं उच्चतर श्रेणी के सिद्धदोषी को संबोधित और जेल में प्राप्त सभी पत्रों को सेंसर करने के पश्चात उन्हें अनावश्यक विलम्ब के बिना दे दिया जायेगा। (ख) उच्चतर श्रेणी के सिद्धदोषियों और उनका साक्षात्कार करने वाले व्यक्ति के लिए साक्षात्कार के समय बैठने का पर्याप्त स्थान दिया जायेगा।
सजा	285. उच्चतर श्रेणी के सिद्धदोषी को संबंधित सजा सामान्य नियमों के अध्यधीन होंगे। दुर्व्यवहार के मामले में अधीक्षक महानिदेशक (कारागार) की स्वीकृति के अध्यधीन, यदि अवधि एक माह से अधिक हो तो, व्यक्तिगत विशेषाधिकार वापस ले सकता है। तथापित किसी सिद्धदोषी को उस श्रेणी जिससे वह संबंधित है, से बाहर करने की शक्ति राज्य सरकार में निहित है।
व्यायाम और खेल	286. जहॉ केवल एक ही उच्चतर श्रेणी का सिद्धदोषी हो वहॉ उसे सुबह और शाम दोनों समय आधा–आधा घण्टे टहलने या कोई अन्य शारीरिक व्यायाम करने की अनुमति होगी, परन्तु जहॉ ऐसे सिद्धदोषियों की संख्या एक से अधिक हैं तो वहां मैदानी खेलों जैसे बालीबाल, बास्केटबाल और बैडमिन्टन की अनुमति अधीक्षक के विवेक पर दी जा सकती है। प्रत्येक मामलों में प्रारम्भिक व्यय का भुगतान राज्य सरकार द्वारा किया जायेगा। कक्षीय खेल जैसे ताश, कैरम, या शतरंज की भी अनुमति सिद्धदोषी के व्यय पर भी दी जा सकती है।

अध्याय–16

सामान्य कारावास के सिद्धदोषी

सामान्य नियमों का	287. इस अध्याय में अन्यथा उपबंधित के सिवाय जेल नियम संग्रह के नियम सामान्य कारावास से

लागू होना	दण्डित सिद्धदोषियों पर लागू होंगे।
स्थानांतरण के विरूद्ध निर्बंधन	288. सामान्य कारावास से दण्डित सिद्धदोषी साधारणतः उसी जेल में निरूद्ध रहेंगे जिनमे उन्हें सुपुर्द किया गया हो।
पालन किये जाने वाले नियम	289. सामान्य कारावास से दण्डित सिद्धदोषी– (क) ऐसे समय पर जागेगा और विश्राम करेगा जैसा अधीक्षक द्वारा विहित किया जाय। (ख) उसे स्वयं के कपडे पहनने की अनुमति होगी जो यदि शिष्टता और गरमी के लिए अपर्याप्त है तो ऐसे जेल के कपड़े से पूर्ति की जायेगी जो कमी को पूरा करने के लिए आवश्यक हो, सश्रम कारावास की सजा प्राप्त सिद्धदोषियों के लिए दिये गये मापदण्ड से अधिक न हो परन्तु उन्हें सिद्धदोषी के साधारण कपड़े पहनने होंगे यदि वह श्रम करने का चयन करता है और उसे दीवार के बाहर श्रम में नियोजित किया गया है; (ग) अपनी कोठरी बैरक या अहाते की सफाई स्वयं करेगा और अपने बिस्तर और कपड़े साफ–सुथरा और व्यवस्थित में रखेगा; (घ) को अधीक्षक के अनुमोदन से अपनी पुस्तकें और सामायिक पत्रिकायें रखने और उपयोग करने की अनुमति दी जायेगी जो कारागार पुस्तकालय में उपलब्ध है के अतिरिक्त होंगी; (ड़) अपना भोजन क्रय करने की अनुमति नहीं दी जायेगी; (च) जब तक ऐसी इच्छा न व्यक्त करें या स्वास्थ्य के आधार पर चिकित्साधिकारी के आदेशों के अधीन उसकी ढाढ़ी नहीं बनायी जायेगी। (छ) किसी तिरस्कारपूर्ण या चतुर्थ वर्ग चरित्र के किसी कार्य को करने के लिए तब तक नहीं कहा जायेगा जब तक कि वह इस जाति या समुदाय का न हो और जो ऐसे कार्यों को करने में अभ्यस्त न हो, परन्तु उससे अपने उपयोग के लिए पानी ले आने की अपेक्षा की जा सकती है, परन्तु यह कि वह समाज के उस वर्ग का सदस्य हो जो अपने घरों में ऐसे कार्य करने के अभ्यस्त हैं।
सैन्य सिद्धदोषियों के लिए वस्त्र	290. सामान्य कारावास से दण्डित सैन्य सिद्धदोषियों को जेल में सेनानी वर्दी पहनने की किसी भी कारण से अनुमति नहीं होगी। ऐसा कोई सिद्धदोषी जिसके पास वर्दी के सिवाय घरेलू वस्त्र न हो जो अधीक्षक द्वारा उसे आवश्यक वस्त्रादि उपलब्ध कराये जायेंगे जो सश्रम कारावास की सजा वाले बन्दियों को दिये जाने वाले मापदण्ड से अधिक नहीं होगा।
बर्तन और बिस्तर	291. सामान्य कारावास के बंदी को बर्तन और बिस्तर उसी मापदण्ड पर दिये जायेंगे जैसा साधारण श्रेणियों के बन्दियों के लिए परिशिष्ट बी में उपबन्धित है।
नैतिक अद्यमता से अंतर्ग्रस्त अपराधों के सिद्धदोषी को छोड़कर अन्य सिद्धदोषियों को पृथक स्थान दिया जाना	292. यदि कोई बंदी किसी ऐसे अपराध जिसमें नैतिकता अद्यमता अंतर्ग्रस्त नहीं हैं के लिए सामान्य कारावास से दण्डित है और अन्य बन्दियों से पृथक स्थान की इच्छा व्यक्त करता है तो अधीक्षक उसे ऐसा स्थान, यदि उपलब्ध है , उपलब्ध करा सकता है।

सजा या विशेषाधिकार को	293. सामान्य कारावास के किसी बंदी को नियम 771 लघु दण्ड अथवा परिहार व्यवस्था के अन्तर्गत अनुमन्य विशेषाधिकारी खोने का दायित्व नहीं होगा जब तक कि उसने श्रम करने को न चुना हो और

खोना	वह परिहार अर्जित कर रहा है।
सामान्य कारावास के सिद्धदोषी जो श्रम करने का चयन करते हैं	294. सामान्य कारावास का सिद्धदोषी तब तक श्रम नहीं करेगा जब तक उसने श्रम करने का चयन न किया हो। तथापि उसे श्रम करने का चयन करने के लिए सभी प्रयास किया जाना चाहिए। सामान्य कारावास का सिद्धदोषी जो श्रम करने का चयन करता हो– (क) उसे ऐसा कार्य चुनने की अनुमति होगी जो जेल में उपलब्ध हो जब तक कि चिकित्सा आधिकारी के विचार से वह इसे करने के लिए शारीरिक रूप से स्वस्थ न हो; (ख) वह कठोर कारावास से दण्डित सिद्धदोषियों के साथ कार्य कर सकेगा, परन्तु रात में सामान्य कारावास के सिद्धदोषियों के लिए आरक्षित बैरक में सोयेगा; (ग) यदि वह चाहता है तो उसे कार्य छोड़ने की अनुमति होगी; (घ) श्रम के लिए प्रोत्साहन प्राप्त करेगा; (ड.) यदि अधीक्षक के विचार से वह पर्याप्त मात्रा में कार्य करता है तो किसी श्रमिक सिद्धदोषी का आहार प्राप्त करने का हकदार होगा; (च) नियम 153 के अध्यधीन, परिहार व्यवस्था का लाभ प्राप्त करने के लिए अर्ह होगा; (छ) यदि वह अपने कारावास की पूर्ण अवधि के दौरान श्रम करना चुनता है तो वह सिद्धदोषी अधिकारी के स्तर की प्रोन्नति के लिए अर्ह होगा; (ज) कार्य के समय के दौरान पुस्तकें पढ़ने की अनुमति नहीं दी जायेगी; (झ) उसे कार्य की अपेक्षा अथवा अल्प कार्य अथवा कार्य से इन्कार करने के लिए उसके भोजन के मापदण्ड को श्रम युक्त से श्रमविहिन में बदल दिये जाने के सिवाय दण्डित नहीं किया जायेगा।
सामान्य कारावास के सिद्धदोषियों जो श्रम आचारण नहीं करते हैं, का पृथक्करण	295. सामान्य कारावास के सिद्धदोषियों, जो श्रम करने का चयन नहीं करते है के दिन के समय के दौरान उन्हें सौपे गये जेल के हिस्से में रहना होगा और फैक्टरी आहाता में प्रवेश नहीं करेंगे या श्रमिक सिद्धदोषियों से बातचीत नहीं करेंगे।
सुधारात्मक क्रियाकलापों में सहभागिता	296. सामान्य कारावास का सिद्धदोषी जेल के सभी सुधारात्मक क्रियाकलापों में जैसे अनिवार्य शिक्षा, धार्मिक एवं नैतिक अनुदेश और खेल तथा क्रीड़ा में जैसा जेल में लागू विनियमों के अधीन अधीक्षक द्वारा निर्धारित हो, अपनी आवश्यकता और अभिरूचि के अनुसार भाग लेगा।
गैर श्रमिक सिद्धदोषियों के लिए टहलने का व्यायाम	297. किसी सिद्धदोषी को जिसने श्रम करने का चयन नहीं किया है, एक घण्टे से अनाधिक सुबह और एक घण्टे से अनाधिक शाम को टहलने के व्यायाम के लिए बाध्य किया जा सकेगा यदि अधीक्षक और चिकित्साधिकारी उसके स्वास्थ्य के हित में उपयुक्त समझे।
नियमों का प्रदर्शित किया जाना	298. इस अध्याय के नियमों की एक प्रतिलिपि ऐसे उपयुक्त स्थान पर टांग दी जायेगी जहॉ सामान्य कारावास के सिद्धदोषी निरूद्ध हों।

अध्याय–17

अल्पवय वयस्क बंदी

अपरिपक्व वयस्क बंदी	299. किसी अल्पवय वयस्क बंदी का तात्पर्य ऐसे बंदी से हैं जैसा कि नियम–3(19) में पारिभाषित किया गया है।
अल्पवय वयस्कों के केन्द्रीय कारागार की प्रबन्ध समिति	300. अपरिपक्व वयस्कों के केन्द्रीय कारागार में निरूद्ध सिद्धदोषी उस केन्द्रीय कारागार के अभिहित संवासी होंगे। ऐसे केन्द्रीय कारागार की एक प्रबन्ध समिति होगी जिसका गठन और कृत्य परिशिष्ट पांच में उल्लिखित किया गया है।
अपरिपक्व वयस्कों के केन्द्रीय कारागार में स्थानान्तरण की शर्तें	301. कोई अपरिपक्व वयस्क सिद्धदोषी, जो निम्नलिखित शर्तें पूरी करता हो, अपरिपक्व वयस्कों के लिए केन्द्रीय कारागार में स्थानान्तरण के लिए पात्र होगा– 1. वह आकस्मिक श्रेणी का हो और उसकी सजा की अवशेष अवधि एक वर्ष से कम न हो। 2. दोषसिद्ध के समय उसकी आयु बीस वर्ष से अधिक नहीं थी।
आजीवन कारावास की सजा वाले अपरिपक्व वयस्क सिद्धदोषी	302. जब अधीक्षक को पता चले कि कोई अपरिपक्व वयस्क सिद्धदोषी नियम 302 में दी गयी शर्तें को पूरा करता है तो वह उसकी अभिरूचि और व्यवहार का अध्ययन करेगा और जेल में उसके प्रवेश के दिनांक से दो माह के भीतर परिशिष्ट नौ में यथा वर्णित, उक्त सिद्धदोषी के रोल में अल्पवय वयस्कों के केन्द्रीय कारागार में उसके स्थानांतरण के प्रयोजन से महानिदेशक (कारागार) को प्रेषित कर देगा। रोल प्राप्त होने पर, महानिदेशक प्रत्येक मामले की संवीक्षा करेगा और निर्णय लेगा। यदि वह प्रस्ताव से सहमत होता है तो वह ऐसे बंदी को अल्पवद्य वयस्कों को केन्द्रीय कारागार के स्थानांतरण के संबंध के आदेश पारित करेगा। अल्पवय वयस्कों के केन्द्रीय कारागार का अधीक्षक उसके भर्ती होने के दिनांक से उसकी अभिरूचि और व्यवहार का अध्ययन करेगा तत्पश्चात उसकी उपयुक्तता के संबंध में प्रबंध समिति को रिपोर्ट प्रस्तुत करेगा। समिति इस रिपोर्ट पर महानिदेशक को संस्तुति करेगी की या तो अपरिपक्व वयस्कों के केन्द्रीय कारागार में उसकी निरूद्ध बनाये रखा जाय या उसे संबंधित जिला जेल में अपनी बची हुयी सजा भुगतने को लिए भेज दिया जाय। महानिदेशक (कारागार) प्रत्येक मामले में ऐसा आदेश पारित करेगा जैसा वह उचित समझे।
एक माह से कम की सजा पाने वाला अल्पवय वयस्क बंदी	303. अपरिपक्व वयस्क सिद्धदोषी, जिसके कारावास की अवधि एक माह से कम हो को नजर बंदी जेलों में स्थानांतरित नहीं किया जायेगा।
अल्पवय वयस्क बंदी की शिक्षा और साथ बर्ताव	304. (1) अल्पवय वयस्क सिद्धदोषियें के नजर बंदी जेलों में प्रत्येक सिद्धदोषी का सावधानी पूर्वक अध्ययन किया जायेगा और उसके साथ किये जाने वाला व्यवहार तथा उसके दैनिक क्रियाकलाप प्रत्येक सिद्धदोषी की आवश्यकता के अनुरूप होंगे और कारावास बर्ताव का उद्देश्य अल्पवय वयस्क बंदी जिनका मष्तिक और चरित्र अभी भी लचीला है, को ऐसा प्रशिक्षण देना होगा जिससे उनमें एक उच्चस्तर का सामाजिक व्यवहार उत्पन्न करने की संभावना रहे। (2) अपरिपक्व वयस्क बंदियों की शैक्षिक आवश्यकताओं को पर्याप्त रूप से अवश्य पूरा किया जाना चाहिए। इसके लिए कारागार के प्राधिकारी विकासशील शिक्षा के लिए मुक्त विद्यालयों से सहयोग कर सकते हैं। (3) अल्पवय वयस्क के केन्द्रीय कारागार में अल्पवय वयवस्क बंदियों के समग्र शैक्षिक विकास की आवश्क सुविधायें उपलब्ध करायी जानी चाहिए। शैक्षिक कार्यक्रमों को इस प्रकार से तैयार

	करना चाहिए कि विभिन्न आयु समूहों और बौद्धिक स्तर के अल्पवय वयस्क बंदी उससे फायदा प्राप्त कर सके। निरक्षर और शिक्षा की दृष्टि से पिछड़े अल्पवय वयस्क बंदियों के लिए विशेष शिक्षाप्रद कक्षायें संचालित की जानी चाहिए। इन संस्थाओं मे अल्पवय वयस्क बंदियों के स्वयं शिक्षा के लिए आवश्यक अवसर प्रदान करना चाहिए। उन बंदियों को जिनमें अपेक्षित क्षमता और राज्य शिक्षा विभाग या किसी विश्वविद्यालय अथवा किसी अन्य मान्यता प्राप्त संस्था द्वारा संचालित परीक्षाओं में बैठने की इच्छा रखते हैं ऐसा करने की अनुमति दी जानी चाहिए।
अपरिपक्व वयस्क बंदियों के लिए कार्यक्रम	305. अल्पवय वयस्क बंदियों की शिक्षा में निम्नलिखित पहलुओं पर विशेष बल दिया जाना चाहिए :– क– शारीरिक और स्वास्थ्य शिक्षा ख–सामाजिक और नैतिक शिक्षा ग–साहित्य शिक्षा घ–व्यावसायिक शिक्षा ड.–कला और हस्तकला शिक्षा। सभी अल्पवय वयस्क बंदियों के लिए शारीरिक ड्रिल, जिमनास्टिक, अंतकक्षीय और मैदानी खेलों और स्काउट का प्रशिक्षण उपलब्ध कराया जाना चाहिए। कार्य और रोजगार– अपरिपक्व वयस्क बंदियों को ऐसे शिल्पों, कौशल और व्यवसाओं की शिक्षा देनी चाहिए जो निर्मुक्ति के पश्चात उनके लिए उपयोगी हो। अल्पवय वयस्क बंदियों को चक्रानुक्रम से संस्थाओं, आवश्यक सेवाओं जैसे, स्वच्छता और साफ–सफाई, रसोई, तथा कैण्टीन लाण्ड्री और प्लमबरिंग सेवाओं को चलाने में सहायक के रूप में रोजगार दिया जा सकता है। इस तरह की नियुक्तियों का उद्देश्य संवासियों को कार्य के इन क्षेत्रों में व्यावसायिक कौशल प्रदान करना होना चाहिए। व्यावसायिक प्रशिक्षण– अपरिपक्व वयस्क बंदियों के समाज में उनके पुनर्वास के लिए उपयुक्त व्यवसायों मं व्यावसायिक प्रशिक्षण पर विशेष घ्यान दिया जाना चाहिए। (चार) ऐसे सिद्धदोषियों के लिए आशयित नजर बंदी जेलों से भिन्न जेलों में सिद्धदोषियों को सीखने पढ़ने और लिखने, गणित के साथ–साथ हस्तशिल्प में समुचित पर्यवेक्षण में लगाये रखने का प्रयास भी किया जायेगा।
अपरिपक्व वयस्क बंदियों के प्रशिक्षण और उनके सुरक्षा के लिए चयनित सिद्धदोषी ओवरसीयरों का नियोजन	306. केन्द्रीय कारागार के अपरिपक्व वयस्क जहां सभी कार्य वेतनभोगी स्टाफ द्वारा किये जायेंगे के सिवाय, अपरिपक्व वयस्क बंदियों को प्रशिक्षित करने और सुरक्षित रखने का कार्य, जब आवश्यक हो, वरिष्ठ और अच्छे व्यवहार वाले सिद्धदोषी ओवरसीयरों को सौंपा जा सकता है।

अपरिपक्व वयस्क बंदियों को अलग आहाता में रखना	307. अपरिपक्व वयस्क बंदियों को हर समय उनके अलग अहाते में रखा जायेगा और उन्हें वयस्क बंदियों के सम्पर्क में न तो दैनिक श्रम के समय और न ही दिन अथवा रात के किसी अन्य समय लाया जायेगा।
अपरिपक्व वयस्क बंदी को हटाया जाना	308. जब कोई अपरिपक्व वयस्क बंदी 21 वर्ष की आयु का हो जाय तो उसे अपरिपक्व वयस्क वार्ड से हटा दिया जायेगा, अपरिपक्व वयस्कों के लिए केन्द्रीय कारागार में अपरिपक्व वयस्क सिद्धदोषियों को हटाया जाना परिशिष्ट–पांच में दिये गये नियमों से शासित होगी।
अपरिपक्व वयस्क सिद्धदोषियों को उनके जिला के जेल से मुक्ति	309. अपरिपक्व वयस्क सिद्धदोषियों को जो अपने निवास के जिला से भिन्न जिला निरूद्ध है उनके निवास के जिला की जेल में भेज दिया जायेगा।
सिद्धदोषियों की मुक्ति के पश्चात पुनर्वास के लिए कार्य कर रहे संगठनों को सूचना	310. जब अपरिपक्व वयस्क सिद्धदोषी को मुक्त किया जाने वाला हो और मुक्ति के बाद उसे सहायता की आवश्यकता हो तो अधीक्षक, मुक्ति के दिनांक से कम से कम दो माह पूर्व उस संगठन को जिसे बंदियों की मुक्ति के बाद पुनर्वास और कल्याण कार्य के लिए राज्य सरकार द्वारा मान्यता दी गयी हो और वह संगठन मुक्त किये गये बंदी के निवास के जिला में कार्य करता हो, सूचना भेजेगा।
अपरिपक्व वयस्क के केन्द्रीय कारागार में प्रवेश हेतु पात्र अपरिपक्व वयस्क सिद्धदोषियों की अंगुली छाप	311. अपरिपक्व वयस्कों के केन्द्रीय कारागार के लिए पात्र प्रत्येक अपरिपक्व वयस्क सिद्धदोषी चाहे वह वास्तव में अपरिपक्व वयस्कों के केन्द्रीय कारागार में भेजा जाय या नही, की अंगुली की छाप को अधीक्षक विहित पुलिस प्रपत्र में अभियोजन करने वाले निरीक्षक के माध्यम से फिंगर प्रिन्ट ब्यूरों उत्तर प्रदेश, प्रयागराज को प्रेषित करेगा और अपरिपक्व वयस्क बंदी के इतिवृत्त पत्रक और इस तथ्य को लिख देगा कि उसने ऐसा कर दिया है। अधीक्षक ऐसे सिद्धदोषी के प्रवेश के बाद यथासंभव शीघ्र अंगुली छाप लेने के लिए पुलिस अधिकारी की सेवा हेतु पुलिस अधीक्षक को कहेगा।
महिला अपरिपक्व वयस्क बंदी	312. महिला किशोर बंदी से संबंधित नियम अध्याय अट्ठारह में है।

अध्याय–18

महिला बंदी और बच्चे

महिला बंदियों का पृथक्करण	313. महिला बंदियों, दोषसिद्ध और विचारणीय दोनों को कारागार अधिनियम, 1894 (अधिनियम संख्या नौ सन् 1894) की धारा 27 द्वारा यथापेक्षित पुरूष बंदियों से कठोरता पूर्वक अलग कर दिया जायेगा जिससे उन्हें देखने अथवा बातचीत करने अथवा उनके साथ कोई समागम करने को रोका जा सके। महिला वार्ड इस प्रकार स्थित होगा कि पुरूष जेल के किसी भी हिस्से से दिखायी न पड़े।
महिला बंदियों के आयुवर्ग	314. महिला बंदी निम्नलिखित आयु वर्ग में आती है :– 1. अल्प वयस्क– वे जिनकी आयु 18 वर्ष से अधिक किन्तु 21 वर्ष से कम हो। 2. वयस्क– वे जिनकी आयु 21 वर्ष या उससे अधिक हो।
महिला बंदियों के विभिन्न वर्गों का पृथक्करण	315. निम्नलिखित वर्गों की महिला बंदियों को, यथा संभव एक दूसरे से अलग रखा जायेगा :– क– दोषसिद्ध बंदियों से गैर दोषसिद्ध, व्यस्क से किशोरी को आकस्मिक को आभ्यासिक बंदियों से। ख– उच्चतर वर्ग के विचाराधीन अथवा दोषसिद्ध बंदियों को यथासम्भव साधारण बंदियों को अलग रखा जाना चाहिए।
वयस्क महिला सिद्धदोषी	316. (क) सभी महिला सिद्धदोषी जिन्हें पांच वर्ष या उससे कम की सजा सुनाई गयी हो उन्हीं जेलों में निरूद्ध की जायेंगी जहां उन्हें सुपुर्द किया गया है और पांच वर्ष से अधिक के कारावास की सजा प्राप्त महिला सिद्धदोषियों को महिलाओं के केन्द्रीय कारागार में निरूद्ध किया जायेगा (ख) आदर्श कारागार के सिद्धदोषियों के गृह अवकाश के नियम आवश्यक परिवर्तनों सहित केन्द्रीय कारागार में परिरूद्ध उन महिला सिव्द्धदोषियों पर लागू होंगे जिन्हें सात वर्ष या उससे अधिक की मूल सजा दी गयी हो।
ऐसे उपबन्ध जहां केवल एक महिला बंदी हो	317. जहां जेल में केवल एक महिला बंदी हो वहां एक महिला वार्डर की व्यवस्था की जायेगी जो दिन रात उसके साथ रहेगी।
40 वर्ष से कम आयु की महिला सिद्धदोषी के स्थानांतरण पर उसके साथ महिला वार्डर या महिला पुलिस कांस्टेबल भेजा जाना	318. 40 वर्ष से कम आयु की सभी महिला सिद्धदोषियों के स्थानांतरण पर उनके साथ एक महिला वार्डर एक महिला पुलिस कान्टेबल भेजी जायेगी चाहे वह अकेले यात्रा कर रही हो या अन्य महिला सिद्धदोषियों के साथ।
महिला अहाते से अपसारण	319. महिला अहाते से कोई महिला बंदी स्थानांतरण, साक्षात्कार, न्यायालय में उपस्थिति रिहायी अथवा अधीक्षक के आदेशों के अधीन किसी अन्य विशेष प्रयोजन के सिवाय न तो बाहर जायेगी और न ही अपसारित की जायेगी। प्रत्येक महिला बंदी जो महिला अहाते से चले जाने के लिए प्राधिकृत है, अहाता छोड़ने के समय से उसमें वापस आने के समय तक महिला हेड वार्डर या महिला वार्डर के साथ उसकी अभिरक्षा में रहेगी। जब कोई महिला बंदी मुक्त की जाती है तो वह तब तक महिला हेड वार्डर या महिला वार्डर

	के साथ रहेगी जब तक कि उसे अधीक्षक द्वारा उसको प्राप्त करने हेतु प्राधिकृत किसी संबंधी या मित्र के प्रभार में सौंप नहीं दिया जाता। जब महिला की मुक्ति के दिन कोई संबंधी उपस्थित नहीं हो तथा वह 40 वर्ष की आयु से कम हो तो उसके उसके घर तक महिला वार्डर या महिला कांस्टेबल के प्रभार में भेजा जायेगा। परन्तु 40 वर्ष से अधिक आयु वाली बंदियों के महिला हेड वार्डर या महिला वार्डर तभी तक रहेगी जब तक कि वह जेल परिसर को नहीं छोड़ती है। परन्तु यह कि महिला सिद्धदोषी को बिना टिकट यात्रा करने के लिए कारावास की सजा न दी गयी हो वैसी स्थिति में नियम 108 के उपबंध लागू होंगे।
शिक्षाप्रद पुस्तकें और धार्मिक पुस्तकें	320 प्रत्येक महिला बंदी को उसके रोजगार संबंधी संभावनाओं को बेहतर करने के लिए उसके कारागार में रहने के दौरान उपयुक्त शैक्षिक कार्यक्रम प्रदान किये जायेंगे। कारागार में प्रत्येक दिन कम से कम एक घंटा शिक्षा की अनिवार्य गतिविधि होगी। इसका उददेश्य उनकी कार्यात्मक क्षमता को बढाना होगा। प्रत्येक कारागार में महिलाओं को स्वावलम्बी बनाने के लिए प्रौढ़ शिक्षा, सामाजिक, नैतिक और स्वास्थ्य शिक्षा, परिवार कल्याण कार्यक्रम और विभिन्न कौशल प्रशिक्षण आयोजित करना चाहिए। इच्छुक कैदियों के लिए औपचारिक और उन्नत शिक्षा केक लिए समुचित सुविधाएं उपलब्ध करायी जाएंगी। महिला अहाते में समाचार पत्र और पर्याप्त संख्या में पुस्तकें उपलब्ध करायी जायेंगी और उन्हें इनके भरपूर उपयोग के लिए प्रोत्साहित भी किया जायेगा। किसी महिला बंदी को अधीक्षक के विवेक पर, जेल के सामान्य नियमों के अन्तर्गत पुस्तकें रखने के अतिरिक्त पांच धार्मिक पुस्तकें अपने खर्च पर रखने की अनुमति दी जा सकेगी।
माहवारी के समय हल्का श्रम आदि	321. महावारी की अवधि के दौरान महिला बन्दियों को केवल हल्का श्रम आवंटित किया जायेगा और सफाई और स्वच्छता सुनिश्चित करने के लिए प्रतिमाह पर्याप्त संख्या में सेनेटरी नैपकिन उपलब्ध कराये जायेंगे।
श्रम	322. महिला बंदियों को सामान्यतः वस्त्रों को ठीक करने, अनाज साफ करने, खाना बनाने आदि में नियेजित किया जायेगा और जब भी संभव हो, उनकी सहमति के साथ सिलाई बुनाई और अन्य घरेलू उद्यमों या किसी अन्य कार्यक्रम उनके कौशल को बढ़ाने के लिए प्रशिक्षण दिये जायेंगे। उन्हें अनाज पीसने या अन्य ऐसे कष्टप्रद कार्य पर नहीं लगाया जायेगा।
कतिपय प्रकार के दण्ड का वर्जन	323. किसी महिला बंदी को हथकड़ी, बेडिया लगाने से दण्डित नहीं किया जायेगा परन्तु यह कि हथकड़ी लगाना, यदि पूरी तरह आवश्यक हो, तो विचाराधीन बंदी के मामले में संबंधित न्यायालय की अनुमति से और दोषसिद्ध के मामले में जिला मजिस्ट्रेट की अनुमति से महिला बंदी को केवल उसे अवरूद्ध करने के लिए हथकड़ी लगायी जा सकेगी।
महिला बन्दियों के लिए सुविधाएं	324. (क) किसी महिला बंदी के बाल नहीं काटे जायेंगे सिवाय किसी मामले में स्वास्थ्य और इतिवृत्त पत्रक पर चिकित्सा अधिकारी द्वारा अभिलिखित आदेश पर जब स्वास्थ्य और साफ सफाई के लिए उसे यह आवश्यक लग रहा हो अथवा महिला बंदी के स्वयं के लिखित अनुरोध पर। ऐसे मामले में जब तक स्वास्थ्य और साफ–सफाई के प्रायोजनों के लिए आवश्यक न हो, बाल बहुत छोटे नहीं काटे जायेंगे। (ख) महिला बंदी को उसके बाल के लिए कंघी दी जायेगी। उन्हें अपने बालों की धुलाई और ड्रेसिंग के लिए प्रति व्यक्ति 65 ग्राम नहाने का साबुन, प्रति सप्ताह 60 ग्राम नारियल का तेल और एक

	पखवारे पर 10 मिलीलीटर शैम्पू भी दिया जायेगा। उन्हें दर्पण का उपयोग करने के लिए अनुमति होगी, प्रत्येक वार्ड में इस प्रायोजन से एक या दो दर्पण रखे जायेंगे। टिप्पणी : महिला बंदियों को अपने खर्च पर चूड़ी बदलने की अनुमति होगी (हाथ के कड़े, नथिया आदि के उपयोग के लिए कृपया नियम 59 देखिए।)
महिला अहाते की सफाई	325. महिला अहाते की साफ–सफाई का कार्य महिला बंदी करेंगी। महिला वार्डर के पर्यवेक्षण में वे एक निश्चित समय पर सभी कचरा आदि महिला अहाते के बाहर पुरूष सिद्धदोषियों द्वारा हटाये जाने के लिए रख देंगी। यदि मल सफाई कार्य के लिए उपयुक्त महिला बंदी उपलब्ध नहीं है तो किसी वार्डर के निरन्तर पर्यवेक्षण में विनिर्दिष्ट समय पर एक या दो विशेष रूप से छांटे गये पुरूष बंदी जमादारों को लगाया जा सकेगा।
पुरूष अधिकारियों द्वारा महिला अहाते का दौरा	326. जेल का कोई भी पुरूष अधिकारी दिन में महिला अहाते में तब तक प्रवेश नहीं करेगा जब तक कि वह वहॉ जाने की विधि सम्मत ड्यूटी न हो और वह पूरे समय जब तक उस अहाते में बना रहता है, उसके साथ महिला हेड वार्डर या महिला वार्डर रहेगी। यदि महिला हेड वार्डर या महिला वार्डर महिला अहाते में उपस्थित नहीं है तो वह किसी अन्य पुरूष अधिकारी के साथ आयेगा और दोनों जब तक उस अहाते में रहेंगे तब तक अलग नहीं होंगे। यदि रात में महिला अहाते में प्रवेश करना आवश्यक हो जाय तो जेलर उस संबंधित अधिकारी के साथ रहेगा और ये अधिकारी महिला हेड वार्डर या महिला वार्डर के साथ अहाते में प्रवेश करेंगे और उससे अधिक समय तक नहीं रूकेंगे जितना आत्यंकित रूप से आवश्यक है। महिला अहाते में प्रवेश करने के वाले जेल अधिकारी या दौरा करने वाले के अनुरक्षक के रूप में कार्य कर रहे वार्डर और बंदी अधिकारी अहाते से बाहर ही रहेंगे।
महिला बंदियों की अंगुली छाप अथवा फोटोग्राफ	327. जब किसी पुलिस अधिकारी को किसी महिला बंदी की अंगुलियों का निशान अथवा फोटोग्राफ खीचने की आवश्यकता हो तो वह किसी जेल अधिकारी के साथ जायेगा और उसे महिला अहाते के भीतर जाने की अनुमति दी जायेगी और वहां महिला हेड वार्डर या महिला वार्डर की उपस्थिति में अंगुलियों की छाप अथवा फोटोग्राफ ले सकेगा। जेल अधिकारी महिला अहाते के भीतर पुलिस अधिकारियों के साथ कार्य समाप्ति तक बना रहेगा और अहाते के बाहर आने तक उसके साथ ही रहेगा।
महिला वार्डर या महिला बंदी द्वारा भोजन अन्दर ले जाया जाना	328. यदि महिला अहाता के भीतर भोजन नहीं पकाया जाता हे तो पकाये हुए भोजन को रसोई घर में कार्य पर लगे बंदियों द्वारा महिला अहाता तक किसी वार्डर के साथ लाया जायेगा और अहाते के द्वार के बाहर रख दिया जायेगा जहां से इसे महिला वार्डर या महिला बंदी द्वारा भीतर ले जाया जायेगा।
मुक्ति के लिए महिला सिद्धदोषियों का स्थानांतरण	329. प्रत्येक महिला बंदी जो अपने निवास के जिला से भिन्न किसी जेल में निरूद्ध हो, को उसे उसके निवास के जिला के जेल में स्थानांतरित कर दिया जायेगा जिससे वह अपनी मुक्ति के दस दिनों पूर्व वहां पर पहुंच जाय। राज्य के भीतर ऐसे स्थानांतरण के लिए महानिदेशक, (कारागार) की स्वीकृति अपेक्षित नहीं है।

किसी महिला सिद्धदोषी की मुक्ति के दिनांक को जिला मजिस्ट्रेट को सूचित करना	330. अधीक्षक बंदी के निवास के जिला मजिस्ट्रेट को प्रत्येक महिला बंदी की मुक्ति के दिनांक और उसके रिश्तेदारों के नाम और पता की सूचना ऐसे दिनांक से एक माह पूर्व देगा ताकि वह उसे जेल के द्वार पर प्राप्ति के लिए उन्हें आने के लिए कह सके।। उस जेल का नाम जहां से सिद्धदोषी को मुक्त किया जायेगा, भी जिला मजिस्ट्रेट को संसूचित किया जायेगा।
रिपोर्ट पुस्तिका में मुक्ति के समय की गयी व्यवस्था को अभिलिखित करना।	331. मुक्त होने पर प्रत्येक महिला सिद्धदोषी बंदी को उसके घर तक सुरक्षित पंहुचाने के लिए की गयी व्यवस्थाओं को जेलर द्वारा अपनी रिपोर्ट पुस्तिका में अभिलिखित किया जायेगा।
गर्भावस्था के अन्तिम अवस्था में महिला बंदियां	332. (क) जब कोई महिला बंदी प्रवेश के समय या उसके बाद किसी भी समय गर्भवती पायी जाती है या उसके गर्भवती होने का संदेह होता है तो चिकित्सा अधिकारी और महिला हेड वार्डर इस तथ्य की रिपोर्ट अधीक्षक को करेंगे। ऐसे महिल बंदी की चिकित्सीय जांच की व्यवस्था जल्द से जल्द सरकारी अस्पताल में की जायेगी जिससे उसके स्वास्थ्य, गर्भावस्था और गर्भ की अवधि तथा प्रसव के संभावित दिनांक को सुनिश्चित किया जा सके। (ख) महिला बंदियों की स्त्री रोग संबंधी जांच सरकारी मातृत्व अस्पताल में करायी जायेगी जिसमें उचित प्रसव पूर्व और प्रसव पश्चात् सुविधाएं चिकित्सा परामर्श के अनुसार बंदी को उपलब्ध करायी जायेंगी। (ग) गर्भावस्था के अंतिम चरण में प्रत्येक महिला बंदी के मामले में उसकी सजा के निलम्बन अथवा परिहार या अन्य पर विचार करने की दृष्टि से राज्य सरकार को संदर्भित करने के लिए महानिदेशक/महानिरीक्षक, (कारागार) को दी जायेगी। उसके मामले का पूर्ण विवरण स्त्री रोग विशेषज्ञ की रिपोर्ट के साथ में जा सकेगी।
जेल में बच्चे का जन्म	333. जेल में किसी बच्चे के जन्म से यथासंभव बच जाएगा, परन्तु जब वह संभव न हो, तो योग्य सेविका (दायी) की सेवाओं की अपेक्षा की जाएगी और चिकित्सा अधिकारी द्वारा वरीयत महिला की उपस्थिति में प्रसव कराया जायेगा। मातृत्व और शिशुकल्याण केन्द्र के प्राधिकारियों से महिला वार्ड में निरूद्ध किसी मामलें में सेविका की प्रतिनियुक्ति का अनुरोध किया जायेगा। जेल में प्रतिनियुक्त किसी सेविका को कोई शुल्क नहीं दिया जायेगा, किन्तु वह जेल तक जाने तथा वापस आने में किसी किराये के साधन के वास्तविक व्यय को पाने की हकदार होंगी।
प्रसवास्था की प्रत्याशा वाली विचारणाधीन महिला बंदी	334. ऐसी विचाराधीन महिला बंदियों जो प्रसवावस्था में हो,के मामलों को जमानत पर मुक्त करने की दृष्टि से संबंधित न्यायालय को संदर्भित किया जायेगा, परन्तु यदि जमानत पर मुक्त करना असंभव या असमीचीन पाया जाता है तो उसे पर्याप्त सुविधाओं वाले प्रसूति अस्पताल में स्थानांतरित कर दिया जायेगा।
जेल में जन्म लेने वाले बच्चे	335. (क) जहां तक संभव हो सके परन्तु यह कि महिला बंदी के पास उपयुक्त विकल्प है, अधीक्षक संबंधित न्यायालय को इस बात से अवगत कराएगा और चिकित्सा विवरण के साथ उसकी रिपोर्ट को गर्भवती बंदी की जमानत पर मुक्त करने की संभावना पर विचार करने में न्यायालय की सुगमता की दृष्टि से उसे भेज देगा।

	(ख) जेल में होने वाले जन्म को स्थानीय जन्म पंजीकरण कार्यालय में पंजीकृत कराया जायेगा, परन्तु इस तथ्य को कि बच्चे का जन्म जेल में हुआ है, प्रमाण पत्र में अभिलिखित नहीं किया जायेगा। केवल स्थानीय महिला (क्षेत्र) का पता उल्लिखित किया जायेगा। (ग) जहां तक परिस्थितियां अनुमति दे कारागार में जन्म बच्चा का नामकरण सरकार की समस्त सुविधाओं का विस्तार किया जाएगा। (घ) इस जन्म लेने वाले बच्चे के धार्मिक संस्कारों की अनुमति माता–पिता द्वारा व्ययवहन करने पर दी जा सकती है। (ड.) जेल में रहते हुए बच्चे की विचाराधीन या बंदी के रूप में नहीं माना जायेगा।
बच्चों को अपनी माताओं के साथ ही रहने की अनुमति	336. विशेष परिस्थितियों में अधीक्षक न्यायालय के आदेश के बिना महिला बंदी को जेल में अपने बच्चे को अपने साथ रखने की अनुमति दे सकता है जब तक कि छह वर्ष की आयु प्राप्त न कर ले।
ऐसे मामले जिनमें बच्चे को जेल में नहीं रखा जा सकता	337. (क) जब कोई बच्चा छह वर्ष की आयु का हो जाता है अथवा महिला बंदी की मृत्यु हो जाती है और अपने पीछे बच्चा छोड़ जाती है तो अधीक्षक संबंधित जिला मजिस्ट्रेट को सूचित करेगा जो उसे बच्चे की उचित देखभाल की व्यवस्था करेगा। यदि संबंधित नातेदार या नातेदारगण बच्चे को पालने के इच्छुक नहीं है तो जिला मजिस्ट्रेट बच्चे को या तो किसी अनुमोदित संस्था में या राज्य समाज कल्याण विभाग द्वारा संचालित गृह मे रखेगा । (ख) सुरक्षित अभिरक्षा में रखे गये बच्चों को सप्ताह में कम से कम एक बार मां से मिलने की अनुमति होगी। निदेशक समाज कल्याण विभाग यह सुनिश्चित करेंगे कि ऐसे बच्चों को इस प्रयोजन से अधीक्षक द्वारा निर्धारित दिनांक को जेल में लाया जाय।
बच्चों के लिए प्रति बच्चा प्रति भोजन के लिए आहार मापदण्ड	338. (क) 6 माह से अधिक परन्तु 12 माह से कम आयु के बच्चों के लिए प्रति बच्चों प्रतिदिन– 1. चावल या सूजी.....50 ग्राम 2. दाल मूंग.....15 ग्राम 3. दूध.....200 मिली लीटर (यदि मां दुग्ध पान कराती है) 500 मि0ली0 (यदि मां दुग्ध पान नहीं कराती है) 4. आलू.....50 ग्राम 5. पत्तेदार सब्जी.....25 ग्राम 6. केला..... एक (संख्या में) 7. चीनी.....25 ग्राम 8. देशी घी.....10 ग्राम 9. नमक (आयोडीनयुक्त).....4 ग्राम (ख) 12 महीने से अधिक परन्तु 18 माह से कम आयु के बच्चे के लिए प्रति बच्चा प्रतिदिन– 1. चावल या गेहूँ का आटा.....100 ग्राम 2. मूंग दाल .....30 ग्राम

	3. दूध (यदि मां दुग्ध पान कराती है)....200 मिली लीटर (यदि मां दुग्ध पान नहीं कराती है).....500 मिली लीटर 4. आलू.....100 ग्राम 5. पत्तेदार सब्जी.....50 ग्राम 6. केला..... एक (संख्या में) 7. चीनी.....50 ग्राम 8. देशी घी.....10 ग्राम 9. नमक (आयोडीनयुक्त).....5 ग्राम (ग) 18 माह से अधिक परन्तु तीन वर्ष से कम आयु के बच्चों के लिए प्रतिबच्चा प्रतिदिन– 1. चावल.....80 ग्राम 2. गेहूँ का आटा.....100 ग्राम 3. दाल .....60 ग्राम 4. दूध..... .....500 मिली लीटर 5. चीनी..... ..50 ग्राम 6. आलू..... .100 ग्राम 7. पत्तेदार सब्जी.....100 ग्राम 8. केला.....एक (संख्या में) 9. देशी घी..... ..20 ग्राम 10. नमक.....05 ग्राम 11. हल्दी .....01 ग्राम 12. जीरा..... ...0.5 ग्राम टिप्पणी : पकाने के बाद गेहूँ के आटे की कम से कम चार रोटी हो या वनज में 130 ग्राम से कम न हो। (घ) 3 वर्ष से अधिक आयु के बच्चों के लिए प्रतिबच्चा प्रतिदिन– 1. श्रम न करने वाले बंदियों के अनुमन्य मापदण्ड का आधा राशन 2. केला.....2 (संख्या में) 3. दूध..... 500 मिली लीटर 4. चीनी..... 50 ग्राम 5. देशी घी.....20 ग्राम
बच्चों की देखभाल	339. (क) कारागार से जुड़ा हुआ एक शिशुकक्ष तथा बालबाड़ी (नर्सरी) होगी जहां पर महिला बंदियों के बच्चों की देखभाल की जायेगी। तीन वर्ष से कम आयु के बच्चों को शिशुकक्ष में अनुमति दी जायेगी और जो तीन से छह वर्ष की आयु के हों उनकी देखभाल बालबाड़ी की जायेगी। कारागार के प्राधिकारियों को शिशुकक्ष और बालबाड़ी का संचालन वरीयतः कारागार परिसर में ही करना चाहिए।

	(ख) जेल में रहने वाली महिला बंदियों के बच्चों को समुचित शिक्षा और आमोद–प्रमोद के अवसर प्रदान किये जायेंगे। मातायें जब जेल में काम रही हो तो बच्चे को महिला हेड वार्डर या महिला वार्डर की देखरेख में शिशुकक्ष या बालबाड़ी में रहेंगे। शिशुकक्ष या बालबाड़ी की सुविधायें वार्डरों और अन्य महिला जेल कार्मिकों के बच्चों को भी दी जा सकेगी। (ग) बन्दियों के बच्चों को मुलाकात करने का अधिकार होगा। (घ) बच्चों के शारीरिक विकास पर निगरानी रखने के लिए चिकित्सा अधिकारी द्वारा उनकी जांच की जायेगी और उनका टीकाकरण भी समय पर कराया जायेगा। बच्चों के टीकाकरण चार्ट को अभिलेख में रखा जायेगा। उनके लिए अतिरिक्त कपड़े, भोजन और चिकित्सा उपचार यदि आवश्यक हो, उपलब्ध कराया जायेगा। (ड.) महिला बंदी के बीमार पडने की स्थिति में उसके बच्चों की देखभाल के लिए वैकल्पिक व्यव्था की जाएगी। (च) 4 वर्ष से 6 वर्ष की आयु वर्ग के बच्चों को उनकी माता की सहमति प्राप्त करने के बाद कारागार से बाहर किसी शिक्षण संस्था में प्रवेश दिलाया जायेगा और उचित व्यवस्था एवं वाहन सुविधा सरकारी खर्च पर करायी जायेगी जिसे उपयुक्त बजट शीर्ष में भारित किया जायेगा।

अध्याय–19

मृत्यु दण्डादेश के अधीन सिद्धदोष कैदी

सिद्धदोषी कैदी की परिभाष	340. अपील और दया याचिका से संबंधित नियमों के सिवाय इस अध्याय में अंतर्विष्ट नियम मृत्यु दण्ड के अधीन केवल उन सिद्धदोषियों पर लागू होंगे जिनके मृत्यु का दण्ड अंतिम निश्चायक और अक्षम्य हो गया है जिसे किसी न्यायिक अथवा संवैधानिक प्रकिया द्वारा निष्प्रभावी नही किया जा सकता है या बचा नहीं जा सकता है।
सिद्धदोषी कैदियों द्वारा रह रहे कोठरियों का परीक्षण	341. जेलर प्रत्येक ऐसी कोठरी का परीक्षण करेगा, जिसमें मृत्यु दण्ड के अधीन किसी सिद्धदोषी को निरूद्ध किया जाना है और अपना समाधान करेगा कि यह सुरक्षित है और इसमें कोई ऐसा वस्तु नहीं है जो जेल में रखा जाना असमीचीन होगा। मृत्युदण्ड के अधीन रहने वाले सभी सिद्धदोषियों के समीप अलार्म बजाने के लिए एक घण्टा भी लगाया जायेगा।
तलाशी और परिरोध	342. नियम 341 में यथापरिभाषित मृत्यु दण्ड के अधीन सभी सिद्धदोषियों की जेलर की उपस्थिति में तलाशी ली जायेगी और वस्त्रादि की कोई सामग्री तथा किसी प्रकार की कोई अन्य सामग्री उससे ले ली जायेगी। उसके उपयुक्त वस्त्रादि, बिस्तर तथा बर्तन देने के बाद जेल उसे एक कोठरी में पहुंचा देगा और तुरन्त उसे पहरा निगरानी की व्यवस्था करेगा।
सिद्धदोषी कैदियों का पृथक्ककरण और विशेष सुरक्षा	343. मृत्युदण्ड के प्रत्येक सिद्धदोषी को सभी बंदियों से अलग एक कोठरी में निरूद्ध किया जायेगा और रात और दिन के लिए अलग–अलग विशेष रक्षकों के अधीन रखा जायेगा।
सिद्धदोष कैदियों की नजर बंदी	344. मृत्युदण्ड के अधीन सिद्धदोषियों कैदियों को जल में नजरबन्द रखा जायेगा जैसा नियम 13(1) में विनिर्दिष्ट है। उन्हे समय गंवाये बिना निकटतम नजर बंदी जेल में स्थानांतरित कर दिया जायेगा। ऐसा स्थानांतरण करने से पहले अधीक्षक नजर बंदी जेल के अधीक्षक को रेडियोग्राम, फैक्स किसी इलेक्ट्रानिक विधि से भेजेगा कि क्या उनके यहां स्थान उपलब्ध है जिस पर नजर बंदी जेल का अधीक्षक रेडियोग्राम या फैक्स द्वारा उत्तर भी देगा। यदि समीपस्थ नजरबंदी जेल में कोई स्थान उपलब्ध नहीं है अथवा कोई ऐसी परिस्थिति हो जिससे आवश्यक हो जाय तो सिद्धदोषी को किसी दूसरे नजर बंदी जेल में स्थानांतरण के लिए रेडियोग्राम या फैक्स द्वारा महानिदेशक (कारागार) के आदेश प्राप्त किये जायेंगे।
नजर बंदी जेलों से साप्ताहिक रिपोर्ट प्राप्त करना	345. प्रत्येक नजर बंदी जेल का अधीक्षक प्रत्येक सोमवार को उसकी जेल में उस दिन निरूद्ध मृत्युदण्ड के सिद्धदोषियों की संख्या की साप्ताहिक रिपोर्ट महानिदेशक कारगार को प्रस्तुत करेगा।
स्थानांतरण की रिपोर्ट	346. जब मृत्यु दण्ड के अधीन किसी बंदी का किसी अन्य जेलों में स्थानांतरण किया जाता है तो अधीक्षक स्थानांतरण करते समय गंतव्य जेल के सत्र न्यायाधीश को, अपने जिला के जिला मजिस्ट्रेट को और राज्य सरकार को तथ्यों की रिपोर्ट भेजेगा और उस जिला के जिला मजिस्ट्रेट को जिसमें

	गंतव्य जेल स्थित है को सूचित करेगा।

दोषसिद्ध सिद्धदोषियों बंदियों की देखभाल और सुरक्षा के नियम	347. मृत्यु दण्ड के अधीन दोषसिद्ध की देखभाल और सुरक्षा के लिए निम्नलिखित नियमों का पालन किया जायेगाः– 1. मृत्यु दण्ड के सिद्धदोषी की सुरक्षा सिद्धदोषी की जाति और जिला से भिन्न विश्वसनीय स्थायी वार्डरों से करायी जायेगा। प्रत्येक वार्डर तीन घण्टे की ड्युटी करेगा। 2. जुड़ी हुयी कोठरियों में कई सिद्धदोष बंदियों जो चार से अधिक न हो, पर चार वार्डर पहरा देंगे। जब सिद्धदोषियों की संख्या चार से अधिक हो और वे जुड़ी हुयी कोठरियों में हो तो चार वार्डरों का एक अतिरिक्त पहरा लगाया जायेगा। परन्तु यदि सिद्धदोषी की कोठरियां दो पक्तियों में आमने–सामने हो और एक दूसरे से समुचित दूरी हो तो एक वार्डर को एक पंक्ति के लिए तथा दूसरे वार्डर को दूसरी ओर की चार कोठरियों के पहरे पर लगाया जा सकेगा। 3. दोषसिद्ध बंदियों पर ड्युटी वाले वार्डर के पास एक डण्डा होगा तथा एक सीटी दी जायेगी और वह कोठरियों के एक सिरे से दूसरे सिरे तक कोठरियों के सामने से होते हुए पहरा देगा जिससे छोटे–छोटे अंतराल पर बंदियों को देख सके। वार्डर किसी को भी बन्दियों के पास जाने अथवा सम्पर्क करने की अनुमति नहीं देगा सिवाय अधीक्षक, चिकित्सा अधीक्षक, चिकित्सा अधिकारी, जेलर डिप्टी जेलर, हेड वार्डर जो ड्यूटी पर हो, पदेन जेल विजिटर तथा जेल अधिकारियों जो रात्रि में राउण्ड लगाते हैं तथा उचित पहरे के साथ ऐसे बंदियों को जो खाना लाते है, और जिनकी आवश्यकता सफाई के लिए होती है। आपात के सभी मामलों में वह अलार्म बजायेगा। 4. एक या दो वार्डरों को यथा आवश्यकता संतरी की ड्युटी लगातार रात या दिन के लिए होगी और वे विश्राम के बाद और बाद की तीन घण्टों की ड्युटी के लिए सदैव सावधान रहेंगे ताकि किसी आपातकालीन स्थिति में आवश्यक सहायता प्रदान कर सके। 5. पहरे के कर्मचारी प्रतिदिन बदले जायेंगे। 6. उस कोठरी की चाभी जिसमें दोषसिद्ध बंदी निरूद्ध है, ड्युटी पर तैनात हेड वार्डर के पास रहेगी और दूसरी चाभी मुख्य गेट के पास कुंजी पेटी में रखी जायेगी। किसी आपात स्थिति में, जैसा आत्महत्या करने का प्रयास, हेड वार्डर कोठरी में प्रवेश करेगा और आवश्यक कार्यवाही करेगा। 7. उस कोठरी का द्वार जिससे कोई दोषसिद्ध निरूद्ध है, सामान्यतः या तब नहीं खोला जायेगा जब तक कि बंदी को हथकड़ी न पहना दी जाय। यदि तीन वार्डर और एक उच्चाधिकारी उपस्थित है तो इस सावधानी की आवश्यकता होगी। 8. दोषसिद्ध बंदी को सुबह और शाम को आधा घण्टा के लिए उसे किसी कोठरी के सामने के बरामदे में आने की अनुमति होगी लेकिन यह रियायत एक समय में केवल एक ही बंदी को दी जायेगी और इस दौरान बंदी को सदैव हथकड़ी में रखा जायेगा। 9. बंदी मेहतर अथवा जेल के अन्य नौकर की दोषसिद्ध बंदी की कोठरी में प्रवेश करने की

	अनुमति देने के पूर्व सावधानी पूर्वक तलाशी ली जायेगी तथा ड्युटी पर तैनात जेलर द्वारा अपने सूक्ष्म पर्यवेक्षण में रखा जायेगा। 10. सूर्यास्त से सूर्योदय तक प्रकाश की पर्याप्त व्यवस्था सुनिश्चित की जायेगी और इस प्रकार लगाया जायेगा कि दोषसिद्ध बंदी पर पर्याप्त प्रकाश पड़ता है। 11. ड्युटी पर तैनात हेड वार्डर तथा डिप्टी जेलर अपने राउण्ड के समय दोषसिद्ध बंदी को कोठरी का दिन और रात में अनिश्चित समय पर दौरा करेंगे और अपना समाधन करेंगे कि संतरी सावधान है, बंदी मौजूद है कोठरी सुरक्षित है तथा प्रकाश की व्यवस्था पर्याप्त और समुचित है। वह संतरी की किसी लापरवाही या बंदी की किसी असामान्य और संदिग्ध आचरण की तत्काल जेलर को रिपोर्ट करेगा। 12. अधीक्षक मृत्युदण्ड के अधीन बंदियों को परिशिष्ट आठ के अनुसार भोजन देने के लिए प्राधिकृत और अंतर मात्र यह होगा कि मध्यान्ह और सांयकालीन आहार में केवल गेहूँ का आहार होगा और तेल के स्थान पर घी दिया जायेगा। दोषसिद्ध बंदी यदि धूम्रपान करने वाला है तो एक दिन में अधिकतम छह बीड़ी या सिगरेट प्राप्त करने का हकदार होगा अथवा यदि वह तम्बाकू खाने का आदि हो तो चूने के साथ 5 ग्राम कच्ची तम्बाकू पाने का हकदार होगा। ऐसे बंदी जो न तो धूम्रपान करते हैं और न ही तम्बाकू का सेवन करते हैं, को प्रतिदिन उनके मध्यान्ह के भोजन के साथ 50 ग्राम गुड़ दिया जायेगा। दोषसिद्ध बंदियों के किसी कारण से अपने साथ कोई माचिस रखने की अनुमति नहीं होगी और वे अपनी बीड़ी कोठरी से सुरक्षित दूरी चौकीदार की निगरानी मे रखी गयी नारियल की एक मोटी रस्सी के जलते सिरे से जलायेंगे। 13. जेलर अपनी उपस्थिति में सुबह और शाम बंदी की तलाशी करवायेगा, कोठरी की सतर्कतापूर्वक जॉच करायेगा और अपना समाधान करेगा कि बंदी के पास कोई निषिद्ध वस्तुएं नहीं है और उसकी कोठरी भलीभांति और सुरक्षित है। वह बंदी के भोजन का भी परीक्षण करेगा और इसे जारी होने के समय उपस्थित रहेगा और अपनी रिपोर्ट पुस्तिका में लिखेगा कि उसने इन कर्तव्यों को पूरा किया है।
मृत्यु दण्ड के अधीन महिला बंदी	348. पूर्ववर्ती पैरा के नियम मृत्युदण्ड के अधीन महिला बंदियों पर भी इस प्रतिबंध के अधीन लागू होंगे कि उनकी पहरेदारी और तलाशी का कार्य महिला वार्डरों द्वारा किया जायेगा और यह कि किसी महिला बंदी को हथकड़ी नहीं लगायी जायेगी सिवाय तब जब बंदी की सुरक्षा के लिए एकदम से आवश्यक न हो।
रात्रि परिभ्रमण पर जेल अधिकारियों का भ्रमण	349. रात्रि में परिभ्रमण पर प्रत्येक जेल अधिकारी मृत्युदण्ड के सिद्धदोषी की कोठरी का भ्रमण करेगा और अपनी संतुष्टि करेगा तथा रात्रि ड्युटी पुस्तिका में रिपोर्ट लिखेगा कि क्या नियम 348 (11) में उल्लिखित निर्देशों का समुचित पालन किया जा रहा है अथवा नहीं किया जा रहा है।
बेड़ियों के विरूद्ध निषेध	350. मृत्युदण्ड के सिद्धदोषी बंदियों को बेड़ियां नहीं लगायी जायेंगी सिवाय तब जब एक जेल से दूसरे जेल में अभिवहन कर रहे हों अथवा जब स्थान के अभाव में वे ऐसी कोठरियों में रह रहे हों जो ऐसे सिद्धदोषियों के निरोध के लिए नहीं है। बेड़ियां लगाने के लिए संबंधित जिला के जिला मजिस्ट्रेट

	जहा। उन्हें बंदी किया गया है, की अनुमति ली जायेगी।

उच्चतर न्यायालय में अपील	351. सिद्धदोष बंदियों की उच्च न्यायालय और उच्च न्यायालय में अपील सं संबंधित नियमों को नियम–72 में दिया गया है।
संसूचना की सुविधायें	352. सिद्धदोष बंदियों को संसूचना की सुविधा उन्हीं माहदण्डों और ऐसे निर्बन्धनों के अधीन दी जायेंगी जैसी व अन्य सिद्धदोषी को अनुज्ञेय है।
पठन पाठन	353. किसी सिद्धदोष बंदी को जो पढ़ना जानता है, जेल पुस्ताकालय से उपयुक्त पुस्तके पढ़ने के लिए प्रोत्साहित करना चाहिए। उसे ऐसी पुस्तकें, सामयिक पत्रिकाओं और समाचार पत्र जैसा अधीक्षक द्वारा अनुमोदित की जांय, अपने व्यय पर प्राप्त करने की अनुमति दी जा सकेगी।
महात्मा या पुरोहित की सेवायें	354. यदि सिद्धदोष बंदी अपेक्षा करे तो उसे उस धर्म जिसका वह है, के महात्मा या पुरोहित की सेवा लेने की अनुमति दी जा सकती है।
उच्चतर श्रेणी के सिद्धदोषी	355. सिद्धदोष बंदी जिन्हे उच्चतर श्रेणी में प्रवेश दिया गया है, उन्हीं सुविधाओं का लाभ प्राप्त करेंगे जैसी अन्य उच्चतर श्रेणी बंदियों को है, परन्तु यह सुविधा केवल पत्र लिखने, साक्षात्कार, आहार, वस्त्रादि और सामग्रियों तक ही रहेगी परन्तु उन्हे अन्य मृत्युदण्ड के अधीन सिद्धदोषियों के समान कोठरी निगरानी और सुरक्षा में रखा जायेगा।
इतिवृत्त पत्रक पर घटनाओं और वजन को अभिलिखित करना	356. मृत्युदण्ड के अधीन प्रत्येक सिद्धदोषी का इतिवृत्त पत्रक पर घटनाओं के क्रमानुसार अभिलेख जेलर द्वारा अपील, दयायाचिका, साक्षात्कार आदि का दिनांक सहित रखा जायेगा।
स्वास्थ्य की जांच	357. प्रत्येक सिद्धदोष बंदी की चिकित्सा अधिकारी द्वारा दिन में दोबार जांच की जायेगी।
ऐसे मामले जब दो या अधिक सिद्धदोषियों के एक ही वाद में दण्डित किया गया हो	358. जब दो या अधिक बंदियों को एक ही मामले में मृत्युदण्ड दिया गया हो तो प्रत्येक सिद्धदोषी के पत्रक पर ऐसे सभी बंदियों के नाम और उन्हें निरूद्ध रखने के स्थानों को अभिलिखित किया जायेगा। यदि ऐसे किसी बंदी को नजर बंदी के एक जेल से दूसरे जेल में स्थानांतरित किया जाता है तो इस तथ्य को जेल या जेलों के अधीक्षक/अधीक्षकों को जहां उसके मामले का मृत्युदण्ड का सिद्धदोषी निरूद्ध है, संसूचित किया जायेगा। इससे संबंधित समस्त जेलों को भेजी जाने वाली सूचना में सुविधा हो जायेगी। जब किसी बंदी से या उसकी ओर से कोई सूचना प्राप्त होती है कि वह उच्चतम न्यायालय में नियम 360 की अपेक्षानुसार मृत्युदण्ड के निष्पादन का स्थगन प्राप्त करने के लिए विशेष अनुमति याचिका देना चाहता है।

दयायाचिका सें संबंधित नियम	359. मृत्युदण्ड के अधीन बंदियों से और उनकी ओर से दया याचिका से संबंधित अधीक्षकों के कर्तव्यों से संबंधित निर्देश निम्नवत् है :– 1. उच्च न्यायालय द्वारा मृत्युदण्ड की पुष्टि करने के परिणामस्वरूप निष्पादन का वारंट प्राप्त होने पर अधीक्षक संबंधित बंदी को सूचित करेगा कि यदि वह उच्चतम न्यायालय के अधीन करना चाहता है अथवा भारत का संविधान के लिए युक्तिसंगत उपबंधों के अन्तर्गत उच्चतम न्यायालय में छूट का आवेदन करना चाहता है तो उसे उच्चतम न्यायालय नियमावली, 1950 में विहित अवधि के भीतर ऐसा करना चाहिए। 2. बंदी की ओर से अथवा उसके द्वारा अपील में विशेष छूट के लिए किया गया आवेदन अथवा अपील के उच्चतम न्यायालय द्वारा खारिज करने की सूचना प्राप्त होने पर तथा ऐसी स्थिति में सम्बद्ध बंदी ने दया के लिए पूर्व में याचिका नहीं दी है तो अधीक्षक बंदी को तुरन्त सूचित करेगा यदि वह दया के लिए याचिका प्रस्तुत करना चाहता है तो ऐसी सूचना के सात दिन के अन्दर करनी चाहिए। टिप्पणीः यदि बंदी की ओर से अथवा उसके द्वारा उच्चतम न्यायालय में कोई अपील नहीं की गयी है या अपील की विशेष अनुमति के लिए कोई आवेदन नहीं किया गया है तो उक्त सात दिन की अवधि उच्चतम न्यायालय में अपील या अपील की विशेष अनुमति के आवेदन का समय समाप्त होने के दिनांक के बाद के अगले दिनांक से गिना जायेगा। ऐसे समय की समाप्ति पर यदि सिद्धदोषी ने दया के लिए पूर्व में कोई याचिका नहीं दी है तो अधीक्षक का कर्तव्य है कि वह संबंधित बंदी को सूचित करें कि यदि वह दया के लिए याचिका प्रस्तुत करना चाहता हैतो ऐसी सूचना के दिनांक से सात दिनों के भीतर लिखित में प्रस्तुत करना चाहिए। 3. यदि कोई सिद्धदोषी अनुदेश(2) द्वारा विहित किये गये सात दिनों की अवधि के भीतर याचिका प्रस्तुत करना चाहता है तो वह उत्तर प्रदेश के राज्यपाल और भारत के राष्ट्रपति को संबोधित होनी चाहिए। अधीक्षक निष्पादन के लिए निश्चित किये गये दिनांक साथ आवरण पत्र के साथ राज्य सरकार में सचिव न्याय विभाग को तत्काल प्रेषित करेगा और यह प्रमाणित करेगा कि सिद्धदोषी की याचिका का निष्पादन सरकार के आदेश प्राप्त होने तक लम्बित कर दिया गया है। यदि याचिका प्रेषित करने के दिनांक से 15 दिनों के भीतर कोई उत्तर प्राप्त नहीं होता है तो अधीक्षक राज्य सरकार में न्याय विभाग के सचिव को नियम 363 में उपबंधों के अधीन इस तथ्य को संज्ञान में लाते हुए कि वह किसी मामले में राज्य सरकार का उत्तर प्राप्त होने के पूर्व निष्पादन पूर्ण नहीं करेगा, सूचित करेगा। 4. यदि कोई सिद्धदोषी अनुदेश (2) द्वारा विहित की गयी अवधि के बाद याचिका प्रस्तुत करता है तो अधीक्षक इसे तत्काल राज्य सरकार को प्रेषित करेगा और इसी के साथ नियम 363 के अधीन उसका सार प्रेषित करते हुए क्या इसका निष्पादन स्थगित किया जाना चाहिए के बिन्दु पर आदेश के लिए अनुरोध करेगा और बतायेगा कि उत्तर प्राप्त होने तक सजा नहीं दी जायेगी। यदि ऐसी याचिका अधीक्षक द्वारा निष्पादन के लिए नियत किये गये दिन से एक दिन पूर्व दोपहर के बाद प्राप्त की जाती है तो वह इसे उसी समय राज्य सरकार के

	पास प्रेषित करेगा तथा उसी समय जब तक सजा का निष्पादन करेगा, सजा के विपरित आदेश प्राप्त नहीं हो जाते 5. सजा के निष्पादन के पूर्व किसी समय पर यदि आपवादिक परिस्थितियां उत्पन्न हो गयी है, जिससे स्पष्ट रूप से सजा की मांग उचित हो जाती है तो अधीक्षक की जानकारी में आने की दशा में किसी भी पूर्ववर्ती अनुदेशों के बावजूद टेलीग्राफ से राज्य सरकार को परिस्थितियों की रिपोर्ट करने और इस पर आदेशों का अनुरोध करने और उनके प्राप्त होने तक निष्पादन को स्थगित करने के लिए स्वंतत्र है। 6. अधीक्षक राज्य सरकार के न्याय विभाग, गृह और कारागार विभाग के सचिव को दया हेतु याचिकाओं के संबंध में आदेशों को पुनः संसूचित करेगा और उनकी प्राप्ति अभिस्वीकृति द्वारा सर्वाधिक त्वरित माध्यमों से सुरक्षित संचार द्वारा करेगा। टिप्पणीः (क) अधीक्षक राज्य सरकार में विधि विभाग के सचिव को अपने द्वारा स्पष्ट रूप से हस्ताक्षरित एक आवरण पत्र के साथ रजिस्टर्ड डाक द्वारा याचिका प्रेषित करेगा। यह सावधानी बरती जायेगी कि आवरण मजबूत सामग्री से बना हो। (ख) जब अधीक्षक याचिका प्रेषित करने के दिनांक से पन्द्रह दिन के भीतर राज्य सरकार से कोई उत्तर प्राप्त नहीं करता है तो सबसे तेज साधन द्वारा सुरक्षित संचार के साधनों का उपयोग किया जायेगा। (ग) जब किसी सिद्धदोषी बंदी की याचिका सचिव, गृह मंत्रालय, भारत सरकार को अग्रसारित की जाती है तो राज्य सरकार द्वारा यह तथ्य जेल अधीक्षक को उसी दिन सबसे तेज साधन द्वारा सुरक्षित संचार के माध्यम से सूचित किया जाता है। यदि अधीक्षक द्वारा इस तरह की संसूचना या संसूचना कि याचिका राज्यपाल के पास विचारणाधीन है और निष्पादन को अगले आदेशें तक लम्बित रखा जाय, राज्य सरकार को याचिका प्रेषित करने के दिनांक से पन्द्रह दिन की समाप्ति के पूर्व होती है तो अधीक्षक उक्त टिप्पणी (ख) द्वारा अपेक्षित अनुस्मारक नहीं भेजेगा। यह तथ्य कि राज्य सरकार से सूचना प्राप्त हुयी है कि उसकी याचिका भारत सरकार को अग्रसारित की गयी है सिद्धदोषी को सूचित नहीं की जा सकेगी। (घ) दया याचिका के साथ अंग्रेजी अनुवाद या सजा की पुष्टि होते ही उच्च न्यायालय द्वारा राज्य सरकार को भेजी गयी निर्णय की प्रतियां होनी आवश्यक नहीं है। (ड.) यदि राज्य सरकार और भारत के राष्ट्रपति द्वारा याचिका किये जाने के आदेश, निष्पादन किये जाने के मूल दिनांक के समय के पहले प्राप्त हो जाते हैं बशर्तें अपील करने की अवधि या याचिका दाखिल करने के लिए विशेष अनुमति की अपील उच्चतम न्यायालय द्वारा खारिज कर दी गयी हो तो निष्पादन ऐसे दिनांक पर ही किया जायेगा, परन्तु यदि इस तरह के आदेश ऐसे समय के भीतर प्राप्त प्राप्त नहीं होते कि उस दिनांक पर निष्पाद किया जा सके तो अधीक्षक निष्पादन के लिए एक नये सिरे से दिनांक और समय निर्धारित करेगा जो राज्य सरकार और भारत के राष्ट्रपति के आदेश की प्राप्ति के दिनांक के बाद से सात दिनों से अधिक नहीं होगा।
मृत्यु दण्ड से संबंधितम संसूचनायें	360. मृत्युदण्ड से संबंधित सभी संसूचनायें राज्य सरकार के सचिव, न्याय विभाग (क) को संबोधित की जायेंगी और तत्समय सरकार के मुख्यालय को निदेशित की जायेंगी। पत्रों और कार्डों का उपयोग सरकार के आदेशों की अभिस्वीकृति के लिए किया जा सकता है। उच्चतम न्यायालय की अपीलों और सभी अत्यावश्यक मामलों में जब राज्य सरकार के आदेश तुरन्त आवश्यक हो तो रोडियोग्राम और फैक्स का उपयोग किया जायेगा। ऐसे दण्ड अथवा दण्ड विराम से सम्बन्धित राज्य रेडियोग्राम

	और फैक्स में रेडियोग्राम और फैक्स पर पता से पहले प्रेषक द्वारा शब्द ''मृत्युदण्ड'' लिखा जायेगा।
सिद्धदोषी बंदी में पागलपन उत्पन्न होना	361. जब मृत्युदण्ड के अधीन कोई सिद्धदोषी में दोषसिद्ध के बाद पागल होने लगे तो अधीक्षक मृत्युदण्ड के निष्पादन को स्थगित कर देगा और जिला मजिस्ट्रेट को सूचित करेगा जो सत्र न्यायाधीश के माध्यम से तत्काल राज्य सरकार के आदेशों के लिए एक रिपोर्ट प्रस्तुत करेगा।

कतिपय मामलों में निष्पादन को स्थगित करना	362. जब मृत्युदण्ड के अधीन बंदी के लिए निश्चित किये गये निष्पादन की कार्यवाही नहीं की जायेगी यदि वह दण्ड प्राप्त करने के लिए शारीरिक रूप से आयोग्य है, परन्तु इसे तब तक स्थगित नहीं किया जायेगा जब तक कि बीमारी गंभीर और तीव्र दोनों (अर्थात असाध्य) न हो। कार्यवाही के स्थगन का विवरण करने वाली बीमारी का पूरा विवरण देते हुए एक रिपोर्ट आदेशों हेतु राज्य सरकार के न्याय विभाग (5) और गृह विभाग को तुरन्त दी जानी चाहिए।
सिद्धदोषी बंदी की गर्भावस्था	363. मृत्युदण्ड के किसी महिला बंदी की गर्भावस्था की घोषणा होने के दशा में अधीक्षक उसके वारंट पर चिकित्सा अधिकारी द्वारा यथा प्रमाणित इस तथ्य को पृष्ठांकित करेगा और वांरट को सत्र न्यायालय को ऐसी कार्यवाही जैसी वह उचित समझे के लिए वापस कर देगा।
कतिपय मामलों में फांसी के लिए नया दिनांक नियत करना	364. यदि किसी मामले में मृत्यु दण्ड देने में किसी आपवादिक अथवा अपरिहार्य विलम्ब हो रहा है, सिवाय ऐसे मामले जिनमें दोषसिद्ध बंदी द्वारा दया याचिका प्रस्तुत की गयी हो तो जेल अधीक्षक उस सत्र न्यायाधीश से जिसने उस बंदी को दोषसिद्ध किया था, निष्पादन के लिए नया दिनांक नियत करने के लिए आदेश प्राप्त करेगा।
दोषसिद्ध बंदियों के साक्ष्य	365. जब किसी दोषसिद्ध बंदी का साक्ष्य अपेक्षित हो तो न्यायालय इस प्रायोजन के लिए जेल से कार्यवाही हेतु कहेगा और बंदी अधिनियम, 1900 (अधिनियम संख्या तीन सन् 1900) के भाग नौ के अधीन बंदी की उपस्थिति आवश्यक नहीं होगी। परन्तु यह कि यदि दण्ड प्रक्रिया संहिता, 1973 की धारा 391 के अधीन किसी मामले में अतिरिक्त साक्ष्य लेने के प्रायोजन से उच्च न्यायालय या सत्र न्यायालय द्वारा ऐसे बंदी का साक्ष्य लिया जाना अपेक्षित है तो अधिनियम के भाग नौ के अधीन बंदी की उपस्थिति आवश्यक हो सकती है।
आदेशों की संसूचना	366. जब राज्य सरकार और राष्ट्रपति द्वारा दया याचिका खारिज करने की सूचना प्राप्त होती है तो अधीक्षक संबंधित बंदी को इसको संसूचित कर देगा।
फांसी की सजा दिये जाने की रिपोर्ट जिला मजिस्ट्रेट को करना	367. जब मृत्यु दण्ड के अधीन बंदी को दोषसिद्ध किये जाने वाले जिला से फांसी के लिए स्थानांतरण किया जाता है तो स्थानांतरण करने वाले जिले के जिला मजिस्ट्रेट उस जिला के जिला मजिस्ट्रेट जहाँ फांसी होने वाली है, को अपराध की उन परिस्थितियों के बारे में सूचित करेगा जिस अपराध के लिए बंदी को दोषसिद्ध किया गया हो तथा स्थानांतरण के कारणों के संबंध में परामर्श देगा जिससे उस जिला के प्राधिकारियों को शव के निष्पादन अथवा निपटारे के समय किसी प्रदर्शित अथवा अन्य किसी घटना को रोकने के लिए आवश्यक पूर्व सावाधानी बरतने में कोई कठिनाई न हो।
फांसी के दिनांक और समय की संसूचना	368. जब फांसी का दिनांक अंतिम रूप से निश्चित हो जाता है तो अधीक्षक तत्काल जिला मजिस्ट्रे और दोषसिद्ध बंदी के निकट संबंधियों अथवा मित्रों को डाक द्वारा अथवा उसके मजिस्ट्रेट के माध्यम से जिसका सिद्धदोषी निवासी है, फांसी के दिनांक और समय को सूचित करेगा तथा इस कार्य हेतु जल्लाद की व्यवस्था करेगा। यदि स्थानीय स्तर पर कोई जल्लाद उपलब्ध नहीं है तो अधीक्षक नियम

	363 में यथा उपबंधित यदि आवश्यक हो तो जिला जेल लखनऊ या जिला जेल मेरठ के अधीक्षक से जल्लाद की सेवाओं के लिए आवेदन करेगा।
फांसी के समय पुलिसकर्मी ड्युटी पर रहेंगे	369. जिला मजिस्ट्रेट पुलिस अधीक्षक को फांसी के दिनांक को सुबह जेल पर ड्युटी के लिए आरक्षित पुलिस लाइन से एक दल जिसमें कम से कम एक पुलिस निरीक्षक अथवा उपनिरीक्षक, दो हेड कान्सटेबल और बारह कान्सटेबल हो, शस्त्र और साजो सामान जैसा कि पुलिस अधीक्षक द्वारा विनिश्चय किया जाय, के साथ भेजने का अनुदेश देगा।

व्यवस्थाओं का जिम्मा स्वंय अधीक्षक देखेगा	370. अधीक्षक फांसी की व्यवस्था का प्रभार किसी अधीनस्थ को प्रतिनिधानित नहीं करेगा, उदाहरणार्थ फांसी की रस्सी का परीक्षण और किसी सिद्धदोषी बंदी से संबंधित सभी महत्वपूर्ण पत्राचारों का निष्पादन। अधीक्षक फांसी के पूर्ववर्ती 24 घण्टों के दौरान मुख्यालय पर ही रहेगा और उस अवधि के दौरान जेल का प्रभार किसी और को नहीं देगा।
फांसी के तख्तों और रस्सियां का परीक्षण	371. अधीक्षक फांसी के दिन की पूर्व संध्या पर गिराव को निश्चित करने के लिए 80 किलोग्राम की बालू की बोरी को गिराकर परीक्षण करते हुए फांसी देने के तख्तों और फांसी देने की रस्सी का परीक्षण करेगा। बोरी तख्ते के चबूतरे पर एक तिपायी पर रखी जायेगी ताकि बोरी की गर्दन जिससे चारों और रस्सी बांधी गयी है को चबूतरे के ऊपर कम से कम पॉच फीट ऊपर रहे। जेलर जांच करने के पश्चात रस्सी को सुरक्षित स्थान पर रखवा देगा।
फांसी के लिए उपयोग की जाने वाली रस्सी	372. (क) फांसी के लिए एक इंच ब्यास की मनीला रस्सी का उपयोग किया जायेगा। ऐसी कम से कम पांच रस्सी कार्य करने की स्थिति में प्रत्येक जेल में जहॉ मृत्यु दण्ड के अधीन दोषसिद्ध को नजरबंद किया जाता है, रखी जायेगी। (ख) अधीक्षक ऐसी किसी रस्सी को जिससे रगड़ या उधड़ने के निशान हो या उसे रस्सी से मंद होने पर कोई शंका हो तो अनुपयोगी कर देगा। पांच वर्ष से अधिक पुरानी किसी भी रस्सी को फांसी के लिए उपयोग में नहीं लाया जायेगा। फांसी के लिए रखी गयी प्रत्येक रस्सी के किनारे पर उसको क्रय किये जाने का दिनांक प्रदर्शित करते हुए एक चिप्पी(लेबल) सिल दिया जायेगा। (ग) जेलर यह देखेगा कि फांसी की रस्सी को प्रत्येक तिमाही में एक बार और प्रत्येक फांसी के बाद मधुमक्खी के छत्ते की मोम और घी समान भाग समान भाग में लेकर उससे थोड़ा सा कार्बोलिक एसिड, कीड़ों को दूर रखने के लिए मिलाया जायेगा और उस रस्सी पर लगाया जायेगा। इन्हें चूहे के आक्रमण से बचाने के लिए एक घड़ा में रखा जायेगा, जिसे अच्छी तरह से बांध दिया जायगा और भण्डार कक्ष की छत से अलग रखते हुए या अन्य किसी सुरक्षित स्थान पर रख दिया जायेगा।
गिराव का मापदण्ड	373. गिराव का मापदण्ड बंदी के वजन के अनुसार विनियमित किया जायेगा और यह निम्नवत् होगा– 45 किलोग्राम वजन से कम बंदी के लिए –210 सेंटीमीटर (7 फीट)

	54 किलोग्राम वजन से कम बंदी के लिए–185 सेंटीमीटर(6 फीट) 63 किलोग्राम वजन से कम बंदी के लिए–170 सेंटीमीटर (5 फीट 6 इंच) 63 किलोग्राम वजन से ऊपर बंदी के लिए–150 सेंटीमीटर(5 फीट) गिराव की माप बंदी के निचले जबड़े के विपरीत अर्थात पीछे की तरफ गर्दन पर बंधी रस्सी की गांठ के बिन्दु से उस बिन्दु तक जहॉ गले में कसी हुई रस्सी का दूसरा सिरा फंदे के धातु के छल्ले से बंधा होता है, तक की जाती है।

फांसी का स्थान तथा उपस्थित रहने के लिए अनुमन्य व्यक्ति	374. फांसी एक अहाते में दी जायेगी जो इस प्रयोजन के लिए आरक्षित हो। मृत्युदण्ड के अधीन बंदी के केवल वयस्क पुरूष संबंधी ही फांसी के समय उपस्थित रह सकते है और अधीक्षक ऐसे मामलों में जहां ऐसा करना न्यायोचित ठहराने के लिए परिस्थितियां ऐसी प्रतीत हों, ऐसे किसी सम्बन्धी को हटा सकता है।
जिला मजिस्ट्रेट अथवा उसके डिप्टी की उपस्थिति	375. जिला मजिस्ट्रेट फांसी के समय स्वंय उपस्थित रहेगा अथवा अपर जिला मजिस्ट्रेट को फांसी के स्थान पर नियत दिनांक को सूर्योदय के पूर्व उपस्थित रहने के लिए तैनात कर सकता है।
पुलिस रक्षक	376. फांसी के प्रातःकाल में भोर के समय जेल के मुख्य द्वार पर पुलिस रक्षक मौजूद रहेंगे। पुलिस रक्षकों को तैनाती की व्यवस्था जिला मजिस्ट्रेट या उपस्थित अन्य मजिस्ट्रेट के आदेशों के अधीन की जायेगी। शरीर को उतारे जाने तक पुलिस वहां लगातार बने रहेंगे।
जेल रक्षक	377. मुख्य द्वार के सामने जेल रक्षकों की परेड होगी और वे पूरी तरह सशस्त्र और गोला बारूद से लैस होंगे।
अन्य बंदियों को फांसी के समय ताले में रखना	378. जब कोई फांसी दी जा रही हो तो अन्य सभी बंदियों को उनके बैरकों और कोठरियों में फांसी के समाप्त होने तक ताले में बंद रखा जायेगा।
द्वार पर अधिकारियों की ड्युटी	379. फांसी के तख्त के अहाते के बाहरी द्वार पर डिप्टी जेलर अथवा कुछ अन्य अधिकारी और दो वार्डर तैनात किये जायेंगे। वे केवल ऐसे वयस्क पुरूष दर्शकों को जिन्होंने फांसी के समय उपस्थित रहने की अनुमति प्राप्त की है, अहाते के अन्दर प्रवेश करने देंगे।
बंदी के समक्ष आदेशों का स्पष्ट करना	380. नियत समय पर कार्यपालक मजिस्ट्रेट, अधीक्षक और जेलर मृत्युदण्ड के अधीन बंदी की कोठरी तक जायेंगे और अधीक्षक तथा जेलर फांसी के वारंट में लिखे गये नाम से बंदी की पहचान करेंगे कि यह वही व्यक्ति है। इसके बाद अधीक्षक वारंट और अपीलीय न्यायालय के आदेशों, राज्य सरकार और भारत के राष्ट्रपति द्वारा बंदी की अपीलीय और दया याचिका को खारिज करने के आदेशों को बंदी को पढ़कर सुनायेगा। जेलर वारंट को हिन्दी में पढ़ेगा और आदेशों के तात्पर्य को बंदी को समझायेगा।
बंदी को फांसी के	381. जैसे ही कार्यपालक मजिस्ट्रेट, अधीक्षक और चिकित्सा अधिकारी द्वारा फांसी के तख्ते के अहाते

तख्ते तक ले जाना	में अपना अपना स्थान ले लिया जायेगा, मृत्यु दण्ड के अधीन कैदी को हाथों के पीछे की ओर बांध कर हथकड़ी पहनायी जायेगी और जेलर के प्रभार में जेल रक्षकों द्वारा फांसी के अहाते तक फांसी के अहाते के एरिया वाले द्वार के भीतर से ले जाया जायेगा।
फांसी	382. जल्लाद बंदी फांसी के पैरो को बांध देगा और अधीक्षक के आदेशों के अधीन सजा को पूरा करेगा। शरीर को नीचे उतारने के पहले आधे घण्टे तक वैसे ही तब तक रहने दिया जायेगा जब तक कि चिकित्सा अधिकारी प्रमाणित न कर दें कि जीवन समाप्त हो गया है। अधीक्षक फांसी के वारंट को इस आशय के पृष्ठांकित के साथ कि दण्ड को पूरा कर दिया गया है। न्यायाधीश को वापस कर देगा।

शव का निस्तारण	383. जब तक कि फांसी दिये गये किसी अपराधी के शव को हटाये जाने से किसी सार्वजनिक प्रदर्शन का अवसर बनाये जाने की संभावना न हो, ऐसे शव को– (क) मृतक के मित्रों अथवा सम्बन्धियों के अनुरोध पर ऐसे मित्रों अथवा सम्बन्धियों को सौप दिया जायेगा अथवा (ख) यदि ऐसे मित्रों या सम्बन्धियों को खण्ड(क) के अधीन सौंपा नहीं जाता है तो नियम 617 और 618 के अधीन निस्तारित कर दिया जायेग।
शव का दाह संस्कार या दफनान और संबंधियों या मित्रों को सौपना	384. जिला मजिस्ट्रेट या प्रभारी मजिस्ट्रेट द्वारा मृतक के संबंधियों या मित्रों को फांसी दिये गये किसी अपराधी के शव को दिया जाना अवांछनीय समझने की दशा में ऐसे शव को मजिस्ट्रेट के लिखित आदेशों के अधीन जिस समुदाय का मृतक या उस समुदाय के जातीय या धार्मिक रीति रिवाजों के अनुसार समीपतम स्थान पर जला दिया जायेगा या कब्रिस्तान में दफना दिया जायेगा। मृतक के संबंधी या मित्र जिनकी संख्या चार से अधिक न हो, मजिस्ट्रेट के विवेक पर और ऐसी शर्तों के अधीन जिन्हें वह अधिरोपित करें, को दाह संस्कार में सम्मिलित होने और किसी परम्परागत रिवाज को पूरा करने की अनुमति दी जायेगी। मृतक के ऐसे संबंधी या मित्रों के अभाव में अंतिम संस्कार यथा स्थिति वरिष्ठ ईसाई, हिन्दू या मुस्लिम अधिकारी के निदेशन में सम्पादित कराया जायेगा।

अध्याय–20

विचाराधीन बंदी

विचाराधीन कैदी एवं सिद्धदोष कैदी	385. इस अध्याय में दिए गए उपबन्धित के सिवाय, उच्चतर और सामान्य श्रेणी के सिद्धदोषियों पर लागू जेल मैनुअल में दिये गये नियम विचाराधीन बंदियों के उच्चतर और सामान्य श्रेणी पर भी

	लागू होंगे। सिद्धदोष कैदी जो एक विचाराधीन बंदी भी है, एक सिद्धदोष बंदी माना जाएगा और सिद्धदोष कैदी पर लागू होने वाले सभी प्रावधान ऐसे बंदियों पर लागू होंगे।
विचाराधीन बंदियों का प्रवेश	386 अधीक्षक एक उप कारापाल को विचाराधीन बंदियों के प्रवेश और रिहाई के लिए प्रभारी के रूप में तैनात करेगा। उप कारापाल, जब एक विचाराधीन बंदी को जेल में भर्ती करेगा उस समय बंदी से पूछताछ करेगा और स्वयं संतुष्ट होगा कि वारंट में दर्ज नाम व अन्य प्रविष्टियां सही हैं। यदि नाम और अन्य प्रविष्टियां सही प्रतीत नहीं हो तो, प्रभारी उप कारापाल, बंदी को भर्ती करने के बाद कारापाल के माध्यम से तुरंत उस न्यायालय को रिपोर्ट करेगा, जिसके द्वारा वारंट जारी किया गया था। प्रभारी उप कारापाल की अपनी उपस्थिति में ड्यूटी पर तैनात वार्डर द्वारा बंदी की तलाशी करायेगा और उससे सभी हथियार और प्रतिबंधित सामान ले लेगा।
निरूद्धि का वारंट	387. प्रभारी उप कारापाल यह देखेगा कि जेल में बंदी की निरूद्धि को अधिकृत करने वाले वारंट में अपराध करने की तारीख और बंदी को न्यायालय के समक्ष पेश करने की तारीख अंकित है। जब वारंट अपूर्ण है या उसमें अनिश्चित काल के लिए रिमांड की अवधि दी गई है, तो अधीक्षक कारागार यथाशीघ्र वारंट को निर्गत करने वाले न्यायालय को वारण्ट के संशोधन हेतु वापस करेगा।
बंदी को उपस्थित करने की तिथि	388. (क) जब वारंट न्यायालय में पहुंचता है, तो न्यायालय द्वारा उसकी पेशी के लिये तिथि तय की जाएगी और वारंट पर अंकित की जाएगी। प्रभारी उप कारापाल विचाराधीन बंदी के टिकट पर उस तिथि को अंकित करेंगे ताकि निरीक्षक अधिकारी एक नजर में देख सकें कि न्यायालय ने अगली पेशी के लिए कौन सी तिथि तय की है। यदि न्यायालय द्वारा वारंट पर पेश करने की अगली तारीख का उल्लेख नहीं किया जाता है तो मामला तुरंत ऐसे वारंट जारी करने वाले न्यायालय को भेजा जाएगा (ख) सत्र न्यायालय के मामलों में जैसे ही बंदी को पेश करने के लिए तारीख तय हो जाती है वारंट के साथ–साथ बंदी के टिकट पर भी तिथि अंकित कर दिया जाएगा और बंदी को तय तिथि के बारे में सूचित किया जाएगा ताकि वह अपनी प्रतिरक्षा हेतु आवश्यक व्यवस्था कर सके।
जेल में निरूद्धि की अवधि	389. अधीक्षक वारंट की जांच करके स्वयं संतुष्ट होगा कि, सत्र न्यायालय के विचारण हेतु नियत व्यक्तियों के मामलों को छोड़कर, कोई भी विचाराधीन बंदी बिना नए रिमांड के 15 दिनों से अधिक समय तक निरूद्धि में नहीं रखा जाय, जैसा कि दंड प्रक्रिया संहिता, 1973 की धारा 167 (2) में प्राविधानित किया गया है।
चिकित्सीय परीक्षण...	390. चिकित्सा अधिकारी नियम 21, 22, 988 और 1019 में उल्लिखित प्रक्रिया का सजगतापूर्वक पालन करेगा।
कपडे की आपूर्ति	391. प्रत्येक विचाराधीन बंदी को प्रवेश पर नहाना और अच्छी तरह से अपने कपड़े धोने की आवश्यकता होगी और यदि आवश्यक हो तो बर्तन और बिस्तर की आपूर्ति की जानी चाहिए। यदि वह बेसहारा है या उसके पास अपर्याप्त कपड़े हैं तो उसे जेल स्टोर से कपडे उपलब्ध कराये जायेगे, जो सिद्वदोष बंदी के लिये विहित मापदण्ड से अधिक नहीं होगा। कोई भी अतिरिक्त वस्त्र चक्र के प्रभारी

	उप कारापाल के पास जमा कराके स्टोर में रखा जायेगा। विचाराधीन बंदियों को अपने व्यक्तिगत कंबल, कपड़े आदि उचित मात्रा में रखने की अनुमति होगी
विचाराधीन बंदियों का टिकट	392. प्रत्येक विचाराधीन बंदी को प्रवेश पर निर्धारित प्रारूप में विचाराधीन बंदी टिकट प्रदान किया जाएगा।
चिकित्सा अधिकारी द्वारा चिकित्सीय परीक्षण	393. प्रत्येक विचाराधीन बंदी को चिकित्सा अधिकारी के समक्ष जांच के लिए लाया जाएगा। चिकित्सा अधिकारी बंदियों की जांच करेगा तथा नियम 22, 988 के प्रावधानों और राष्ट्रीय मानवाधिकार आयोग के निर्देशों का पालन करेगा।
रजिस्टरों में कैदी का प्रति संदर्भ	394. जब किसी सिद्धदोषी को किसी अन्य मामले में किसी अन्य जेल से मुकदमे के लिए प्राप्त किया जाता है, तो उसका नाम लाल स्याही में प्रति संदर्भ के साथ सिद्धदोषियों के प्रवेश रजिस्टर के साथ–साथ विचाराधीन बंदियों के रजिस्टर में दर्ज किया जाएगा।
आवधिक वजन	395 विचाराधीन बंदियों का वजन प्रवेश के समय और तत्पश्चात् प्रत्येक माह तौला जाएगा और उनके वजन को उनके स्वास्थ्य टिकटों पर दर्ज किया जाएगा।
पहचान चिह्न	396 अधीक्षक स्वयं संतुष्ट होगा कि प्रत्येक विचाराधीन बंदी के पहचान चिह्न, अंगूठे का निशान, हस्ताक्षर, और बाल और दाढ़ी की स्थिति का रिकॉर्ड सावधानीपूर्वक उपयुक्त रजिस्टर में दर्ज हो गया है। प्रवेश के समय लिया गया फोटोग्राफ प्रवेश रजिस्टर पर चिपका कर प्रभारी उप जेलर द्वारा अभिप्रमाणित किया जायेगा। बायोमेट्रिक डेटा को डिजिटल रूप से रिकॉर्ड में भी रखा जा सकता है। यदि आवश्यक समझा जाए, तो यह नोट किया जाना चाहिए कि बंदी क्लीन शेव है या आंशिक रूप से मुंडा हुआ है।
बाल काटना	397. एक विचाराधीन बंदी को इस तरह अपने बाल काटने या मुंडवाने की अनुमति नहीं होगी जिससे उसकी आकृति मे परिवर्तन आ जाये और उसे पहचानना मुश्किल हो जाए। जेल में एक महीने से अधिक समय तक रहने वाले बंदी, यदि वे चाहें, तो उस लंबाई तक अपने बाल कटवा सकते हैं जो उनके प्रवेश के समय था। यदि चिकित्सा अधिकारी आवश्यक समझे तो विचाराधीन बंदी के बाल काटे जा सकते हैं, किन्तु उससे अधिक नहीं काटे जा सकते जो उसके स्वास्थ्य एवं साफ सफाई के उद्देश्य से आवश्यक हों।
21 साल से कम उम्र के बंदियों और अन्य विचाराधीन बंदियों को अलग करना.	398. विचाराधीन बंदियों को दोषसिद्ध बंदियों से कड़ाई से पृथक किया जाएगा। जहां इक्कीस वर्ष से कम आयु के पुरुष विचाराधीन बंदी निरुद्ध हैं, ऐसे बंदियों को अन्य बंदियों से अलग करने की भी व्यवस्था की जाएगी, लेकिन एक अल्पवयस्क पुरुष विचाराधीन बंदी जो अपने पिता या अन्य निकट संबंधी के साथ निरूद्ध है, उसे उनके साथ विचाराधीन वार्ड में रहने की अनुमति दी जा सकती है।
विचाराधीन बंदियों का वर्गीकरण.	399. विचाराधीन बंदियों का वर्गीकरण सुरक्षा, अनुशासन और संस्थागत कार्यक्रम के आधार पर ही किया जाना चाहिए। विचाराधीन बंदियों को निम्नानुसार वर्गीकृत किया जाना चाहिए (एक) श्रेणी – 1 (एस 1–लाल): कट्टरपंथियों, नक्सलियों, चरमपंथियों और आतंकवादियों या किसी अन्य चरित्र वाला व्यक्ति विशेष जो सुरक्षा क्षेत्र –1 में निरूद्ध करने हेतु वांछित हो; (दो) श्रेणी – 2 (एस 2 – नीला) गैंगस्टर , भाड़े के हत्यारे , डकैत , सीरियल किलर/ बलात्कारी /हिंसक लुटेरे , ड्रग अपराधी , अभ्यस्त गंभीर अपराधी / सांप्रदायिक कट्टरपंथी और जो

	भागने की अत्यधिक संभावना रखते हैं/ पूर्व में भागे हुए/पुलिस पर हमला करने वाले और अन्य खतरनाक अपराधी/स्वयं को नुकसान पहुंचाने वाले / लोक व्यवस्था के लिए खतरा पैदा करने वाले, और सुरक्षा क्षेत्र –2 में निरूद्ध हो (तीन) श्रेणी–3 (एस 3 – पीला): जो रिहा होने पर समाज के लिए कोई खतरा पैदा नहीं करते हैं, जैसे कि व्यक्तिगत उद्देश्यों से हत्या करने वाले अन्य शारीरिक चोट पहुंचाने वाले, चोरी/ संपत्ति संबंधी अपराध करने वाले, अन्य विशेष और स्थानीय कानून द्वारा निषिद्ध अपराध करने वाले, रेलवे अपराधी और अन्य छोटे अपराधी।
कोर्ट या जिलाधिकारी द्वारा विशेष निर्देश	400. अधीक्षक, विचाराधीन बंदी को पृथक करने के संबंध में, संबंधित न्यायालय या जिला मजिस्ट्रेट द्वारा दिए गए किन्हीं विशेष निर्देशों का पालन करेगा। इस तरह के अलगाव, वस्तुओं को ठीक रखने के उद्देश्य के लिए आवश्यक होने के, सिवाय किसी भी अप्रिय स्थिति हेतु नहीं होना चाहिए, जैसे किसी बंदी को उसी मामले या अन्य मामलों में संबंधित अन्य बंदियों के साथ प्रत्यक्ष या अप्रत्यक्ष रूप से संवाद करने से रोकने के लिए।
सरकारी गवाहों का उपचार	401. न्यायालय या जिला मजिस्ट्रेट द्वारा सूचित किये गये किए गए ऐसे विचाराधीन बंदी जो सरकारी गवाह बन गये हों या जिन्होंने अपने अपराध को स्वीकार कर लिया है, उन्हें अन्य सभी विचाराधीन बंदियों से अलग रखा जाएगा और संवाद करने से रोका जाएगा। तथापि , उन्हें दिन में आपस में मिलने दिया जा सकता है। लेकिन इस बात का ध्यान रखा जाएगा कि एक ही मामले से सम्बन्धित सरकारी गवाह और अपराध स्वीकार करने वाले अलग रखे जायेंगे
सरकारी गवाहों को अलग बंद रखना	402. सभी मामलों में जहां अपराध की स्वीकारोक्ति दर्ज कर ली गई है और मजिस्ट्रेट से यह सूचना प्राप्त नहीं हुई है कि उसे अब अलग से कारावास की आवश्यकता नहीं है, अधीक्षक, कुछ दिनों की प्रतीक्षा करने के बाद, जिला मजिस्ट्रेट से सरकारी गवाह के अलग कारावास के संबंध में आदेश की मांग करेगा। जब एक विचाराधीन बंदी दीर्घ अवधि से अलग कारावास में रखा गया हो, यदि आवश्यक समझा जाता है, तो संबंधित न्यायालय से उसके निरंतर अलग कारावास के संबंध में नए आदेश प्राप्त किए जा सकते हैं
दण्ड	403. एक विचाराधीन बंदी को, जेल अनुशासन के उल्लंघन के लिए, केवल निम्नलिखित दंडों से दंडित किया जा सकता है:– (1) औपचारिक चेतावनी, (2) अलग कारावास, जो तीन महीने से अधिक न हो, (3) उच्च श्रेणी से साधारण श्रेणी में अस्थायी रुप से निम्नीकरण, (4) एक बार में दो सप्ताह से अधिक तक के लिए मुलाकात पर प्रतिबंध, यदि प्रतिबंध दो सप्ताह से अधिक के लिए लगाया जाता है, तो विचाराधीन बंदियों के मामले में सम्बन्धित न्यायालय की और सिद्धदोष बंदियों के मामले में जिलाधिकारी की अनुमति प्राप्त की जाएगी,

	(5) एक महीने के लिए कैंटीन या मनोरंजन की सुविधाओं पर प्रतिबंध, (6) आर्थिक हानि के लिए बंदी की प्रोत्साहन राशि या उसके जमा खाते से वसूली, (7) नियम 408 मे सुविधाओं का निलंबन .
न्यायालय या जिला मजिस्ट्रेट द्वारा विशेष सावधानी की नोटिस देना	404. न्यायालय या जिला मजिस्ट्रेट अधीक्षक को औपचारिक रूप से सूचित करेगें, जब एक विचाराधीन बंदी, जिसकी अभिरक्षा हेतु एक विशेष सावधानी की आवश्यकता है, जेल में दाखिल हो।
प्रतिबंध	405. किसी भी विचाराधीन बंदी को, दण्ड स्वरूप या हिंसा या भागने की उच्च जोखिम के मामले के अलावा प्रतिबंध में नहीं रखा जायेगा। इस तरह के जोखिम का समाधान होते ही इस तरह के प्रतिबंध को हटा दिया जाएगा। यदि 48 घंटे से अधिक समय तक प्रतिबंध की आवश्यकता होती है तो अधीक्षक संबंधित न्यायालय की अनुमति मांगेगा।
विशेष घड़ी और वार्ड	406. अधीक्षक, अपनी पहल पर या न्यायालय या जिला मजिस्ट्रेट द्वारा चेतावनी दिए जाने पर किसी भी विचाराधीन बंदी की सुरक्षित अभिरक्षा के लिए ऐसे विशेष उपाय, जैसा वह ठीक समझे, कर सकता है।
निजी स्रोतों से सामाग्री प्राप्त किया जाना	407. प्रत्येक विचाराधीन बंदी को निम्नलिखित प्रतिबंधों के अधीन निजी स्रोतों से, भोजन, कपड़े, बिस्तर और अन्य आवश्यक वस्तुओं को खरीदने या प्राप्त करने की अनुमति होगीः– (क) जेलर द्वारा जेल में लाने से पहले वस्तुओं की जांच की जाएगी। (ख) अधीक्षक द्वारा जिसे स्वास्थ्य के लिए हानिकारक या अनावश्यक या अनुपयुक्त न माना जाय, उसकी अनुमति दी जाएगी। मादक पेय और नशीले पदार्थ निषिद्ध हैं, जब तक कि चिकित्सा अधिकारी द्वारा चिकित्सीय आधार पर अनुमति न दी गयी हो, (ग) जेलर द्वारा सभी खरीद अधीक्षक के आदेश के अधीन की जाएगी।
कपड़े आदि खरीदने, किराए पर लेने या बेचने आदि का निषेध।	408. किसी विचाराधीन बंदी के भोजन, कपड़े, बिस्तर या अन्य आवश्यक वस्तुओं के किसी भी अंश को किसी अन्य बंदी को न दिया जाएगा, न बेचा जायेगा और न किराए पर दिया जायेगा तथा इस नियम का उल्लंघन करने वाला कोई भी बंदी भोजन खरीदने या निजी स्रोतों से प्राप्त करने के विशेषाधिकार को उस अवधि के लिए खो देगा, जिसे अधीक्षक उचित समझे।
निजी खातों का रखरखाव	409. विचाराधीन बंदियों के लिए निजी स्रोतों से प्राप्त धन का लेखा और उससे की गई खरीद को जेल रजिस्टर संख्या 35 में दर्ज किया जाएगा।
विचाराधीन बंदियों के लिए सामान्य नियम	410. एक विचाराधीन बंदी निम्नलिखित शर्तों के अधीन होगा (क) जेल में, वह अध्याय इक्कीस में यथा विहित गैर–श्रमकारी आहार प्राप्त करेगा (ख) उसे अपने स्वयं के कपड़े पहनने की अनुमति दी जाएगी, जिसका विवरण विचाराधीन बंदियों के रजिस्टर में दर्ज किया जाएगा और प्रभारी उप जेलर की उपस्थिति में बंदी को बताया जाएगा।

	रजिस्टर में दर्ज प्रविष्टियों पर जेलर द्वारा प्रतिहस्ताक्षर किया जाएगा। (ग) वह खुद को, अपने कपड़े और बिस्तर को साफ रखेगा तथा यदि आवश्यक हो तो अपने प्रयोग के कक्ष या अन्य कमरे को जो उसके द्वारा प्रयोग किया जा रहा है, को साफ रखेगा लेकिन उससे कोई निम्न प्रकृति का कार्य नहीं लिया जायेगा जिसको करने का वह अभ्यस्त न हो। विचाराधीन वार्ड में इस प्रकार का कार्य, जहां तक संभव हो, सिद्धदोष बंदियों द्वारा जेल अधिकारी के प्रभार में किया जा सकता है, जो यह देखने के लिए जिम्मेदार होंगे कि वे विचाराधीन बंदियों से किसी भी प्रकार का संवाद न करें। (घ) **पुलिस पूछताछ**– केवल ऐसे पुलिस अधिकारी जिन्हें न्यायाधीश या मजिस्ट्रेट द्वारा अधिकृत किया गया है, जेल में किसी विचाराधीन बंदी से पूछताछ कर सकते है। इस तरह की पूछताछ, जेल अधिकारी की उपस्थिति में और उनके सुनवाई क्षेत्र के अन्तर्गत की जायेगी
विचाराधीन बंदी के लिए कार्य	411. विचाराधीन बंदी उन यार्डों, बैरकों और कक्षों की सफाई करेंगे जहां उन्हें रखा जाता है। इन कार्यों का विवरण विचाराधीन बंदियों को बताया जाना चाहिए। ऐसा कार्य सामूहिक आधार पर आवंटित किया जाना चाहिए, जिससे सभी विचाराधीन बंदियों के माध्यम से यार्ड, बैरकों, प्रकोष्ठों की सफाई हो सके। सभी विचाराधीन बंदियों के लिए यह भी आवश्यक होगा कि वे अपने स्वयं के कपड़े , बिस्तर और बर्तन ठीक से धोए, साफ करें और कीटाणु रहित रखें, उन्हें किसी भी व्यवसाय या पेशे का काम चुनने के लिए प्रोत्साहित करने का हर संभव प्रयास किया जाना चाहिए। यदि विचाराधीन बंदी स्वेच्छा से कार्य करना चाहता है तो, यदि संभव हो तो, उसे उपयुक्त काम दिया जाय। उन्हें राज्य सरकार द्वारा निर्धारित प्रोत्साहन राशि का भुगतान किया जाएगा।
अनुचित निरूद्धि के विरूद्ध सावधानियां	412 (क) जब भी किसी विचाराधीन बंदी को अनुचित रूप से लंबी अवधि के लिए जेल में निरुद्ध किया जाता है, तो अधीक्षक मामले को जिला मजिस्ट्रेट और मुख्य न्यायिक मजिस्ट्रेट या सत्र न्यायाधीश,जैसा भी मामला हो, को संदर्भित करेगा और बंदी के मामले के त्वरित निस्तारण अथवा उनको जमानत पर रिहा करने की शक्ति का प्रयोग करने का अनुरोध करेगा। (ख) अधीक्षक हर महीने मुख्य न्यायिक मजिस्ट्रेट और सत्र न्यायाधीश को उन विचाराधीन बंदियों की सूची भेजेगा जो मजिस्ट्रेटों के साथ ही साथ सत्र न्यायालयों में विचारण की प्रतीक्षा में हैं और जो एक महीने से अधिक समय से निरूद्धि में हैं।
निरीक्षण परेड	413. सभी विचाराधीन बंदियों की परेड कराई जाएगी। सत्र न्यायालय कें विचाराधीन बंदियों के टिकट को एक बड़े अक्षर "S" से चिह्नित किया जाएगा।
पहरा और निगरानी	414. (क) कम से कम एक स्थायी वार्डर हर समय, दिन और रात, विचाराधीन बंदियो के वार्ड या अहाते का प्रभारी होगा (ख) एक सिद्धदोष बंदी अधिकारी रात–दिन सभी समय पर विचाराधीन वार्ड में ड्यूटी पर रहेगा। पुरूष विचाराधीन बंदियों की प्रत्येक बैरक में रात्रि में एक बंदी निरीक्षक और पर्याप्त संख्या में रात्रि प्रहरी ड्यूटी पर रहेंगे। ये बंदी अधिकारी अधीक्षक द्वारा विशेष रूप से चुने जायेंगे जो उनके आचरण पूर्ववृतांत से स्वयं सन्तुष्ट होगा कि उनके द्वारा विचाराधीन कैदियों को भ्रष्ट किये जाने की संभावना नहीं है। यह चयन लघु अपराधो के लिए दोषसिद्ध बंदियों तक कठोरता से सीमित किया जायेगा।

दैनिक चर्या–	415. विचाराधीन कैदियों के लिए निम्नलिखित दिनचर्या विहित की जाती है और यह देखना जेलर का कर्तव्य है कि उनके द्वारा इसका पालन किया जाता है। अधीक्षक द्वारा स्थानीय आवश्यकताओं, परिस्थितियों ओर आवश्यकताओं को ध्यान में रखते हुए दिनचर्या में परिवर्तन किया जा सकता है।		
		01 अक्टूबर से 31 मार्च तक	**01 अप्रैल से 30 सितम्बर तक**
	गणना, वैरक या प्रकोष्ठ छोडने पर तलाशी, शौच, योग प्रार्थना	सुबह अनलॉकिंग के बाद 8 बजे तक	सुबह अनलॉकिंग के बाद 7:30 बजे तक
	पी0टी0 ड्रिल, व्यक्तिगत और समूह में व्यायाम, नाश्ता, बैरकों/सेल की सफाई, कार्य, शैक्षिक कार्य	प्रातः 8 से 9:30 तक	प्रातः 7:30 से 9 तक
	नहाना व मध्यान्ह का भोजन	प्रातः 9:30 से 12:00 तक	प्रातः 9 से 11:30 तक
	बैरक में बंद करना	अपरान्हः 12:00 से 03:00 तक	प्रातः 11:30 से अपरान्ह 4:00 तक
	व्यायाम करना, शाम का भोजन करना और तलाशी तथा बैरक में बंद होना	अपरान्ह 03:00 से बंदी तक	अपरान्ह 04:00 से बंदी तक
उन विचाराधीन बंदियों के मामले में प्रक्रिया जिनकी बाद में शिनाख्त की जानी है	**416–** **(क)** जब जेल में एक ऐसा विचाराधीन बंदी दाखिल होता है जिसकी बाद में शिनाख्त हेतु साक्षियो के समक्ष प्रस्तुत किया जाना है तो पुलिस अधीक्षक अथवा ऐसा पुलिस अधिकारी जो इन्सपेक्टर के पद से नीचे के न हो, जेल में प्रवेश के समय अथवा यथाशीघ्र उसके बाद इस बात को लिखित में सूचित करेंगे कि वह बंदी शिनाख्त के लिए प्रस्तुत किया जायेगा। परन्तु जिन बंदियों की शिनाख्त की जानी है उन्हें शिनाख्त परेड के समय अन्य कैदियों के साथ मिश्रित नही किया जायेगा। **(ख)** जब ऐसी सूचना जेल अधीक्षक को प्राप्त हो तो वह बंदी को स्वयं को छिपाने अथवा आकृति में परिवर्तन द्वारा वेष बदलने से रोकने के लिए निर्देश जारी करेगा जिससे उसकी पहचान में कठिनाई न हो। इस तरह के बंदी अपने बालो को उसी अवस्था में तब तक रखेंगे जब तक वह दोष मुक्त अथवा दोषसिद्ध न हो जाये, उदाहरण के लिए यदि बंदी की दाढी न हो (क्लीन शेव) तो उसे दाढी बढाने की इजाजत नही होगी और यदि इसके विपरीत हो तो भी यथास्थिति रहेगी। शिनाख्त परेड के समय बंदी उन्हीं कपडो को पहनेगा जिन्हे वह प्रवेश के समय पहने था। यदि वह उन्हीं कपडे को नही पहन		

	सकता है तो वह उसी तरह के कपडे पहनेगा जैसे कि यदि वह खेत में काम करने वाला श्रमिक है तो वह शहरी व्यक्ति की भॉति सफेद कपडा नही पहनेगा और यदि इसके विपरीत हो तो भी यथास्थिति रहेगी। संदेह की स्थिति में शिनाख्त परीक्षण कराने वाले मजिस्ट्रेट का आदेश प्राप्त किया जाना चाहिए। कार्यवाही शुरू करने से पूर्व, अभियोजन निरीक्षक तथा प्रतिरक्षा वकील, जिनको उपस्थिति के लिए स्वीकृति दी गयी है, वह इस बात से संतुष्ट होगें कि इस पैराग्राफ के समस्त नियमों का पालन किया गया है। उक्त कार्यवाही में एक जेल अधिकारी उपस्थित रहेगा जो शिनाख्त परेड कराने वाले जिला मजिस्ट्रेट द्वारा दिये गये आदेशों का पालन करेगा। **(ग)** बंदी की शिनाख्त परेड में जिस व्यक्ति की शिनाख्त करायी जानी है उसे कई बंदियों के मध्य रखा जायेगा जो कपड़े, कद एवं आकृति में लगभग उसी के समान हों और चेहरे और कद को छिपाने की अनुमति नहीं दी जायेगी जो शिनाख्त में बाधा उत्पन्न करते हों, परन्तु यह कि जिन बंदियों की शिनाख्त की जानी है उन्हें शिनाख्त परेड के समय अन्य कैदियों के साथ मिश्रित नही किया जायेगा। **(घ)** जहां पर बेड़ी पहने हुए बंदी की शिनाख्त की जानी है, उसके साथ उन बंदियों को परेड हेतु चुना जायेगा, जो बेड़ी पहने हों। विपरीत रूप में यदि ऐसे बंदी की शिनाख्त की जानी हो जो बेड़ी नहीं पहने है, उसे बिना बेड़ी पहने वाले बंदी के साथ होनी चाहिए। जहां परेड में शामिल बदी बेड़ी पहनने या बेड़ी न पहनने वाले श्रेणी में आच्छादित किये जाने की विधि अव्यवहारिक हो वहां परेड के समय कमर तक कम्बल ओढ लेने की विधि अपनानी चाहिए। **नोट**–मजिस्ट्रेट द्वारा शिनाख्त परेड संचालन से संबन्धित कार्यवाही के संबंध में और प्राविधान गवर्नमेंट आर्डर के मैनुअल के संगत पैरा एवं जनरल रूल्स (क्रिमिनल), हाईकोर्ट के अध्याय आठ के नियम 9 में उपलब्ध है।
एक से अधिक मामलों में बंदी के विचारण में प्रतिसंदर्भ–	417. यदि किसी विचाराधीन बंदी का एक से अधिक मामले में विचारण किया जा रहा हो तो जेलर द्वारा प्रत्येक वारंट के पीछे लाल स्याही से निम्न प्रकार से प्रति संदर्भित, दिनांकित और हस्ताक्षरित किया जायेगा– "एक अन्य मामला भी लम्बित है। बंदी को न्यायालय से मुक्त न किया जाय।''
न्यायालय में उपस्थिति–	418– (क), पीठासीन अधिकारी द्वारा वारंट पर हस्ताक्षरित व पृष्ठांकित दिनांक के माध्यम से निर्धारित किसी तिथि को न्यायालयों में उपस्थित किये जाने वाले बंदियों की एक सूची प्रभारी उप कारापाल द्वारा तैयार की जायेगी। जिस दिन उपस्थिति निर्धारित है उससे एक दिन पूर्व संध्या पर उक्त सूची पुलिस अधीक्षक को, भेजी जायेगी। प्रभारी डिप्टी जेलर तथा जेलर उक्त सूची में उल्लिखित बंदियों को पुलिस स्कार्ट के प्रभारी को सौपेंगे। पुलिस स्कार्ट उन बंदियों की उस समय तक की सुरक्षित अभिरक्षा के प्रति उत्तरदायी होगे जब तक की वह जेल में वापस न आ जाय या न्यायालय के आदेश द्वारा अभिरक्षा से मुक्त न कर दिये जाय। यह पुलिस को निश्चय करना होगा कि नियम 408 के उपबंधों तथा मामले की परिस्थितियों को ध्यान में रखते हुये यह क्या ऐसे बंदियों को हथकडी, बेडी लगायी जायेगी और पीठासीन अधिकारी द्वारा तदनुसार जेल को निर्देश दिये जायेंगे। (ख) न्यायालय में इल्केट्रानिक वीडियो लिंक के माध्यम से भी उपस्थिति हो सकती है।

न्यायालय जाने वाले बंदियों की तलाशी	419. जेलर, विचाराधीन बंदियों को न्यायालय भेजे जाने के लिए नियुक्त एस्कॉर्ट के प्रभारी अधिकारी से एक रसीद प्राप्त करेगा, और अधिकारी गेट–कीपर की पुस्तिका में प्रमाणित करेगा कि उसने कैदियों की तलाशी ली है और बेड़ियों, यदि कोई हो, की जांच की है, और उन्हें सुरक्षित और अच्छी तरह से उपयुक्त पाया। न्यायालय से लौटने पर पुलिस से अपनी अभिरक्षा में लेने से पहले मुख्य द्वार पर सभी विचाराधीन कैदियों की फिर से तलाशी ली जाएगी।
भोजन का समय	420. बंदियों को न्यायालय में उपस्थित होने के लिए जाने से पूर्व उन्हें उनका सुबह तथा मध्यान्ह का पूर्ण भोजन दे दिया जायेगा तथा शाम का भोजन जेल में उनकी वापसी पर देने का प्रंबध किया जायेगा।
विचाराधीन बंदियों की न्यायालय से शीघ्र वापसी	421. विचाराधीन बंदियों को न्यायालय में इतनी देर तक नहीं रोकना चाहिये कि उन्हें जेल में या हवालात में प्रवेश हेतु जेल में ताला बंदी के समय को आगे बढ़ाना पड़े। अधीक्षक, जिला एवं सत्र न्यायाधीश, जिला मजिस्ट्रेट तथा पुलिस अधीक्षक का ध्यान ऐसे किसी मामले की ओर उनका आकृष्ट करेगा जिसमें इस नियम का पालन न किया गया हो।
विचारण हेतु अन्य जिले में स्थानांतरण	422. जब एक विचाराधीन बंदी को किसी अन्य मामले में विचारण या किसी अन्य उद्देश्य से दूसरे जिले में भेजा जाता है, तो अधीक्षक बंदी के साथ उसका टिकट और उसके रिमांड के वारंट की एक प्रति उसकी वापसी की अपेक्षा के आदेश के साथ भेजेगा। जेलर पुलिस एस्कॉर्ट के प्रभारी अधिकारी से इन दस्तावेजों के प्राप्ति की रसीद लेगा। जिस न्यायालय में बंदी को भेजा गया है, उसका पीठासीन अधिकारी जब आवश्यकता न हो तो बंदी की वापसी की व्यवस्था कराएगा।
विचाराधीन महिला बंदियों का स्थानांतरण	423. जब एक महिला विचाराधीन बंदी को एक जेल से दूसरी जेल में स्थानांतरित किया जाता है तो उसके साथ एक महिला पुलिस कांस्टेबल होगी चाहे वह अकेले यात्रा कर रही हो या अन्य महिला विचाराधीन बंदियों के साथ।
वाहन शुल्क आदि पुलिस द्वारा वहन किये जायेंगे	424. विचाराधीन बंदियों को न्यायालयों से या एक जिले से दूसरे जिले में ले जाने के दौरान किए गए भोजन की लागत सहित हर तरह का खर्च पुलिस द्वारा भुगतान किया जाएगा और उक्त शुल्क पुलिस अभिरक्षा के मद के नामे डाला जायेगा।
पूर्व दोषसिद्धि की रिपोर्ट	425. जब अधीक्षक या किसी जेल अधिकारी को यह सूचना मिलती है कि एक विचाराधीन बंदी को पूर्व में दोषी ठहराया जा चुका है, तो ऐसी सूचना से संबंधित न्यायालय को तुरंत सूचित किया जाएगा।
जब बीमारी के कारण विचाराधीन बंदी न्यायालय में उपस्थित होने मे अनुपयुक्त हो	426. जब किसी विचाराधीन बंदी की बीमारी के कारण वह न्याायालय में नियत तारीख पर उपस्थित होने हेतु अनुपयुक्त हो, तो अधीक्षक तत्काल संबंधित न्यायालय के आदेश के लिए मामले की एक रिपोर्ट भेजेगा। रिपोर्ट में बंदी कब बीमार हुआ, बीमारी की प्रकृति और चिकित्सा अधिकारी की इस राय उल्लेख होना चाहिए कि न्यायालय में उपस्थित होने के लिए बंदी के कब फिट होने की संभावना है। रिपोर्ट यथाशीघ्र न्याायालय को भेजी जाएगी, जैसे ही यह स्पष्ट हो जाय कि बंदी निर्धारित तिथि

	पर न्यायालय में पेश नहीं हो पाएगा। अगर इस दौरान बंदी ठीक हो जाता है या उसकी बीमारी के लंबे समय तक चलने की संभावना है तो एक और रिपोर्ट या रिपोर्ट्स न्यायालय को भेजी जानी चाहिए (दंड प्रक्रिया संहिता, 1973 की धारा 269 (क) भी देखें)।

गंभीर बीमारी	427. जब एक विचाराधीन बंदी गंभीर रूप से बीमार है, तो अधीक्षक इस तथ्य की एक रिपोर्ट संबंधित न्यायालय को भेजेगा, और ऐसी रिपोर्ट के साथ चिकित्साधिकारी का एक कथन भी होगा जिसमें वह विवरण होगा जिसके आधार पर न्यायालय बंदी को जमानत पर रिहा करने की संभावना पर विचार कर सके।
मृत्यु	428. जब एक विचाराधीन बंदी की मृत्यु हो जाती है तो नियम 612 और 613 में निर्धारित प्रक्रिया का पालन किया जाएगा।
विचाराधीन बंदियों के मामले में मुलाकात आदि	429. विचाराधीन बंदियों को उनके रिश्तेदारों, दोस्तों या कानूनी सलाहकारों के साथ मुलाकात अथवा लिखित या मौखिक रूप से संवाद करने के लिए उचित समय पर और उचित प्रतिबंधों के अधीन सभी युक्तियुक्त सुविधाएं प्रदान की जाएंगी।
पत्रो की संख्या जिसे एक विचाराधीन बंदी लिख सकता है	430. एक विचाराधीन बंदी को सरकारी खर्चे पर महीने में एक बार पत्र लिखने की अनुमति होगी। यदि कोई विचाराधीन बंदी अपने बचाव के संबंध में और पत्र लिखना चाहता है तो उसे सरकारी खर्चे पर ऐसा करने की अनुमति दी जा सकती है, यदि अधीक्षक इसे आवश्यक समझे। उसे अपने खर्च पर अन्य पत्र भेजने की भी अनुमति दी जा सकती है।
ऐसे विचाराधीन बंदी जिनसे मुलाकात की अनुमति न हो	431. न्यायालय या जिला मजिस्ट्रेट के इस आशय का आदेश कि किसी विशेष विचाराधीन बंदी को शासकीय या अशासकीय विजिटर सहित किसी भी व्यक्ति से मुलाकात की अनुमति नहीं दी जानी चाहिए, का कड़ाई से पालन किया जाएगा और इच्छुक मुलाकातियों को ऐसे आदेशों के बारे में सूचित किया जाएगा। विशेष मामलों में न्यायालय या जिला मजिस्ट्रेट, जैसा भी मामला हो, को संदर्भित किया जाना चाहिए।
कानूनी सलाहकारों द्वारा मुलाकात	432. जब कोई व्यक्ति विधिक सलाहकार के रूप में एक विचाराधीन बंदी के साथ मुलाकात करना चाहता है, तो वह लिखित रूप में अपना नाम और पता देगा और आवेदन करेगा और यह बताएगा कि वह विधिक व्यवसाय की किस शाखा से संबंधित है, और अधीक्षक को संतुष्ट करेगा कि वह उस बंदी का वास्तविक कानूनी सलाहकार है जिसके साथ वह मुलाकात करना चाहता है और उसके साथ उसका वैध काम है। नोट– अधीक्षक एक विधिक सलाहकार को एक विचाराधीन बंदी के साथ मुलाकात करने की अनुमति दे सकता है, भले ही वह बंदी भूख हड़ताल पर हो।
विचाराधीन बंदियों और सरकारी गवाहों के साथ मुलाकात	433. (क) एक विचाराधीन बंदी और उसके विधिक सलाहकार के बीच हर मुलाकात एक जेल अधिकारी की दृष्टि में होगा।

	(ख) राज्य सरकार बंदी को विधिक सहायता प्रदान करने के लिए अधिवक्ताओं द्वारा मुलाकात के लिए अलग कमरों की व्यवस्था कर सकती है। (ग) जेलर सरकारी गवाहों के साथ मुलाकात को व्यक्तिगत रूप से आयोजित करेगा और ऐसे सभी मुलाकातों को अधीक्षक के संज्ञान में लाएगा। यदि मुलाकाती द्वारा बंदी को स्वीकारोक्ति वापस लेने के लिए या उसका साक्ष्य बदलने के लिए प्रभावित करने का कोई प्रयास किया जाता है तो ऐसी मुलाकात को तुरंत समाप्त कर दिया जाना चाहिए। (घ) सरकारी गवाह और अपराध स्वीकार करने वाले अभियुक्तों की मुलाकात एक ही मामले के अन्य विचाराधीन बंदियों से अलग स्थान पर किया जाना चाहिये।
कानूनी सलाहकार के साथ विचाराधीन बंदी का लिखित संवाद	434. विचाराधीन बंदी द्वारा अपने विधिक सलाहकार को निर्देश के रूप में तैयार किये गये किसी भी लिखित संवाद की सामग्री या उसके किसी भी अंश को, जो उस कानूनी सलाहकार को अग्रेषित किया जाएगा और अधीक्षक द्वारा किसी अन्य व्यक्ति को प्रकट नहीं किया जायेगा। सभी विचाराधीन बंदियों को निम्नलिखित सुविधाएं दी जाएंगी– (क) विधिक प्रतिरक्षा, (ख) वकालतनामा पर हस्ताक्षर, (ग) अटॉर्नी की शक्ति का प्रत्यायोजन (घ) वसीयत का निष्पादन, (ङ) विधिक प्रावधानों के अनुसार सरकारी व्यय पर विधिक सहायता के लिए आवेदन, (च) न्यायालयों में अन्य आवेदन,
प्रदर्शित किए जाने वाले नियम	435. विचाराधीन बंदियों से संबंधित इस अध्याय में विहित नियमों की एक प्रति उर्दू, अंग्रेजी और हिंदी में मुद्रित की जाएगी और उपयुक्त स्थानों पर लटका दी जाएगी।

अध्याय–21

सिविल बंदी

सिविल बंदियों का अलगाव	436. सिविल बंदी को, जहां तक संभव हो, जेल के बाहर एक विशेष बैरक में या जेल के अंदर एक बैरक, जो कि आपराधिक बंदियों को आवंटित बैरक से पूरी तरह अलग हो, में बंद कर दिया जाएगा, ।

<table>
<tr><td>सिविल बंदियों पर अन्य नियमों का लागू होना</td><td>437. इस अध्याय में अन्यथा उपबंधित को छोड़कर, जेल मैनुअल के सभी नियम सिविल बंदियों पर लागू होंगे।</td></tr>
<tr><td>तलाशी तथा परीक्षण</td><td>438. सिविल बंदियों की तलाशी और परीक्षण किसी अन्य बंदी की उपस्थिति में नहीं की जाएगी।</td></tr>
<tr><td>दंड</td><td>439– यदि कोई सिविल बंदी किसी कारागार में अपराध करता है तो वह निम्नलिखित दंडों में से किसी एक के लिए उत्तरदायी होगा–

(क) औपचारिक चेतावनी,

(ख) अलग कारावास, जो 14 दिनों से अधिक नहीं होगा, या, महानिदेशक (कारागार) के अनुमोदन, जो 2 महीने से अधिक नहीं होगा।

(ग) नियम 446 में प्रदान की जाने वाली सुविधाओं का निलंबन।</td></tr>
<tr><td>निर्वाह भत्ता का मानक</td><td>440. यहॉ और इसके पश्चात निर्वाह भत्ते सिविल प्रक्रिया संहिता, 1908 (संख्या–5 सन् 1908) की धारा 57 के अधीन राज्य सरकार द्वारा निर्धारित किये जाएंगे। सिविल बंदियों के विभिन्न श्रेणी के लिए निर्वाह भत्ते का निम्नलिखित मानक निर्धारित किया गया है:–
<table>
<tr><td rowspan="2">ग्रेड</td><td rowspan="2">आहार भत्ता</td><td colspan="2">वस्त्र भत्ता</td></tr>
<tr><td>गर्मी</td><td>सर्दी</td></tr>
<tr><td>उच्चतर</td><td>रु. 125.00 प्रतिदिन</td><td>रू0 200.00</td><td>रू0 300.00</td></tr>
<tr><td>साधारण</td><td>रु. 75.00 प्रतिदिन</td><td>रू0 100.00</td><td>रू0 200.00</td></tr>
</table>
देनदार के मौजूदा वस्त्रों एवं उसकी वास्तविक आवश्यकताओं को देखते हुए अधीक्षक द्वारा निर्णय लिया जायेगा कि किस प्रकार के वस्त्र उसे दिये जायेगें। वस्त्र भत्ता एक बार में ही दिया जायेगा। महानिदेशक (कारागार) द्वारा आवश्यकतानुसार निर्वाह भत्ते में संशोधन किया जा सकता है।</td></tr>
<tr><td>कब और किसे भुगतान करना है</td><td>441. डिक्री धारक द्वारा निर्वाह भत्ते का प्रथम भुगतान माह के उस भाग के लिए होगा जो देनदार के कारावास में प्रवेश के समय शेष है और उसे भेजने वाले न्यायालय द्वारा निर्धारित उचित अधिकारी को भुगतान कर दिया जायेगा। यदि न्यायालय से सुसंगगत समय सीमा के भीतर धन न जमा कराया जाय, तो अधीक्षक उसे स्मरण करा सकेगा। निर्वाह भत्ते के बाद के भुगतान, यदि कोई हो, डिक्री धारक द्वारा अधीक्षक को पूरे महीने के लिए मासिक रूप से या आंशिक रूप से प्रत्येक माह के प्रथम दिवस को अग्रिम के रूप में कर दिया जायेगा।</td></tr>
<tr><td>रेल यात्रा पर व्यय का मानक</td><td>442.

क– यात्रा भत्ता

सिविल बंदियों के लिए नियम 107 में विहित प्रक्रिया के अनुरूप गणना के अनुसार, बस किराये या अन्य वाहन खर्च के अलावा रेलवे की द्वितीय श्रेणी के किराये की लागत का पैसा दिया जायेगा।

ख– आहार भत्ता</td></tr>
</table>

	बंदी को उसकी श्रेणी के अनुसार नियम 441 में उपबंधित दर से आहार भत्ता दिया जायेगा।
राजस्व चूककर्ताओं से निर्वाह प्रभार	443. अधीक्षक, निरूद्धि का आदेश करने वाले अधिकारी के माध्यम से राजस्व चूककर्ताओं से निर्वाह भत्ता वसूल करेगा।
दण्ड प्रक्रिया संहिता के अधीन निरूद्ध प्रतिभूतियों और गार्जियंश एवं वार्डस एक्ट–1890 के अधीन निरूद्ध किये गये बंदियों के वस्त्र व आहार	444. दंड प्रक्रिया संहिता, 1973 की धारा 446 (2) के अधीन सिविल जेल में निरूद्ध गए किसी प्रतिभूति को स्वयं के भोजन और कपड़े लेने की अनुमति दी जाएगी यदि वह ऐसा चाहें, किन्तु यदि ऐसा नहीं करता है, तो उसे राज्य सरकार के खर्चे पर साधारण सिविल बंदियों के लिए निर्धारित मानकों के अनुसार जेल में भोजन और वस्त्र दिया जायेगा। ऐसे बंदियों को दिए गए कपड़े और बिस्तर जेल से छूटने पर वापस ले लिए जाएंगे। गार्जियन एंड वार्ड्स एक्ट, 1890 (अधिनियम संख्या आ0सन् 1890) की धारा 44 और 45 के अधीन न्यायालय के आदेश द्वारा सिविल जेल में निरूद्ध किये गये बंदियों पर भी यह नियम लागू होगा। जब तक कि किसी निजी पक्षकार के आग्रह पर न्यायालय द्वारा इस तरह के विरोध का आदेश नहीं दिया जाता और ऐसी निरोध की लागत का भुगतान ऐसे निजी पक्षकार द्वारा किये जाने को आदेशित नहीं किया जाता।
भोजन पकाना तथा भोजन और अन्य वस्तुओं की बाहर से आपूर्ति	445. सिविल बंदियों को अपना खाना स्वयं पकाने की अनुमति दी जा सकती है। सिविल बंदियों को निजी स्रोत से भोजन, वस्त्र, बिस्तर या अन्य आवश्यक वस्तुओं को खरीदने या प्राप्त करने की अनुमति निम्नलिखित प्रतिबंधों के अधीन दी जा सकती है:– (क) ऐसी वस्तुओं को जेल में लाये जाने के पूर्व उनकी जांच जेलर या अन्य जेल अधिकारी द्वारा की जाएगी (ख) जेल से बाहर से पके हुए भोजन प्राप्त करने की अनुमति उन्हीं बंदियों के लिए होगा जिनकी प्रास्थिति, आदत या सामाजिक स्थिति को दृष्टिगत रखते हुए अधीक्षक अनुमति दे। (ग) मादक पेय और नशीली दवायें प्रतिबंधित हैं जब तक कि चिकित्सा अधिकारी द्वारा चिकित्सीय आधार पर लिखा गया हो। तंबाकू, बीड़ी और सिगरेट के प्रयोग की अनुमति है। (घ) सभी खरीददारी अधीक्षक द्वारा या उसके आदेश के अधीन ही की जायेगी।
जेल द्वारा राशन या आहार की आपूर्ति	446. जब किसी सिविल बंदी को जेल के भण्डार से राशन की वस्तुएँ या पका हुआ भोजन दिया जायेगा, तो उसकी भरपाई उसके निर्वाह भत्ते से की जाएगी।
सिविल बंदियों द्वारा उपहार, किराया या वस्तुओं की बिक्री का निषेध	447. किसी सिविल बंदी के किसी भोजन, कपड़े, बिस्तर या अन्य आवश्यक वस्तुओं के किसी भी अंश को उसके द्वारा किसी अन्य बंदी को न तो किराए पर दिया जायेगा और न ही बेचा जाएगा, यदि कोई बंदी, इस नियम का उल्लंघन करता है तो वह भोजन खरीदने या निजी स्रोतों से इसे प्राप्त करने के विशेषाधिकार को कुछ समय के लिए जैसा अधीक्षक उपयुक्त समझे, खो देगा।

वस्त्र एवं बिस्तर की आपूर्ति	448. प्रत्येक सिविल बंदी जिसके पास पर्याप्त कपड़े और विस्तर नहीं है उनको अधीक्षक द्वारा आवश्यकतानुसार कपड़ों और बिस्तरों की आपूर्ति की जाएगी।
लागत डिक्री धारक से वसूल की की	449. जब किसी निजी व्यक्ति के पक्ष में, डिक्री के निष्पादन में कोई सिविल बंदी जेल में आता है तो लिखित में मांग किये जाने के 48 घंटे के अन्दर वह व्यक्ति अथवा उसके प्रतिनिधि द्वारा पूर्ववर्ती

जायेगी।	नियमों के अधीन आपूर्ति किये जाने वाले कपड़े और भोजन की लागत का भुगतान अधीक्षक को किया जायेगा। ऐसे भुगतान में चूक होने पर बंदी को रिहा किया जा सकता है।
कार्य	450. अधीक्षक की अनुमति से सिविल बंदी कोई भी व्यापार या पेशे का अनुसरण तथा यह कार्य कर सकता है। वह उस कमरे जिसका वह उपयोग करता है, को साफ सुथरा व व्यवस्थित रखेगा। उसे कार्य करने के लिए प्रोत्साहित किया जाना चाहिए और यदि वह कोई व्यवसाय करता है तो उसे जेल औजारों के लिए ऐसी कटौती के साथ जैसा कि अधीक्षक उचित समझे, उसकी कमाई उसको दी जायेगी,
खेल	451. सिविल बंदियों को इन्डोर गेम जैसे ताश, शतरंज या कैरम को ऐसी रीति जैसा अधीक्षक अनापत्तिजनक समझे, से खेलने की अनुमति दी जायेगी
निरूद्ध की अधिकतम अवधि	452. किसी डिक्री के निष्पादन में सिविल बंदियों को निरूद्ध किए जाने की अधिकतम अवधि इस प्रकार हैः– (1) जहां डिक्री रू0 50 से अधिक के भुगतान के लिए –छह माह। (2) अन्य मामलों में – छह सप्ताह। (3) राजस्व चूककर्ताओं के लिए निरूद्ध किए जाने की अधिकतम अवधि पंद्रह दिन है।
रिहाई का दिनांक नियत करने का नियम	453. जब कोई सिविल बंदी किसी डिक्री के निष्पादन में जेल जेल में निरूद्ध होता है और निर्वाह भत्ता डिक्री धारक द्वारा दिया जाता है, तो उसकी रिहाई का दोदिनांक नियत किया जायेगा और उसके वारण्ट और रिहाई रजिस्टर में निम्नलिखित नियमों केअनुसार अभिलिखित किया जायेगाः– 1 – निरूद्धि की अवधि की समाप्ति का दिनांक। यह प्रस्तर–32 में निहित निर्देशों के अनुसार निर्धारित किया जाएगा। यदि बंदी को पहले रिहा नहीं किया जाता है, तो उसे न्यायालय द्वारा आदेशित निरूद्धि की अवधि की समाप्ति पर रिहा किया जायेगा। 2– रिहाई का दिनांक वह होगा जिस दिनांक तक के निर्वाह भत्ता का भुगतान कर दिया गया हो। यह समय–समय पर परिवर्तित भी किया जा सकता और जिस दिन तक के सिविल बंदी द्वारा निर्वाह भत्ते का भुगतान पूरा कर दिया गया हो, उसके अगले दिन सुबह उसे रिहा कर दिया जायेगा।
सिविल बंदी को रिहा किया जाना	454. अधीक्षक किसी सिविल बंदी को रिहा करेगा – (क) जब बंदी द्वारा उसके निरूद्धि के वारंट में उल्लिखित राशि का भुगतान अधीक्षक को कर दिया गया हो। (ख) उस व्यक्ति द्वारा निर्वाह भत्ता का भुगतान करने में चूक किये जाने पर, जिसके आवेदन पर बंदी निरूद्ध किया गया हो। (ग) अदालत से रिहाई के आदेश की प्राप्ति पर। (घ) वारण्ट में विहित कारावास की अवधि की समाप्ति पर।

रिहाई पर नकद एवं सम्पत्ति की वापसी	455. किसी सिविल बंदी की रिहाई पर उससे संबंधित नकद राशि या संपत्ति उसे वापस कर दी जायेगी और संबंधित रजिस्टर में इस आशय की एक प्रविष्टि की जाएगी। बंदी द्वारा ले जाने के लिए अनुमन्य कपड़ों एवं सामान आदि की एक सूची भी तैयार की जाएगी। यह सूची भी रजिस्टर में दर्ज

	की जाएगी। बंदी के अंगूठे का निशान या हस्ताक्षर रसीद के रूप में रजिस्टर पर लिया जाएगा और उक्त प्रविष्टि को जेलर द्वारा प्रमाणित किया जाएगा।
भोजन भत्ते की अवशेष राशि की वापसी।	456. किसी सिविल बंदी की रिहाई के पश्चात उसके निर्वाह भत्ते की शेष धनराशि, यदि कोई हो, को अधीक्षक द्वारा उस न्यायालय या अधिकारी को लौटा दिया जाएगा जिसके द्वारा बंदी को निरूद्ध किया जाना आदेशि किया गया था। ऐसी शेष निर्वाह भत्ते की वापसी की रसीद ली जायेगी और उसे रजिस्टर में उस संबंधित सिविल बंदी के नाम की प्रविष्टि के सामने चिपका दिया जायेगा।
गंभीर बीमारी के मामलों की न्यायालय को सूचना	457. जब देनदार किसी गंभीर बीमारी से पीड़ित है, तो अधीक्षक सिविल प्रक्रिया संहिता 1908 की धारा 59 (3) (ख) के अनुसार तुरंत संबंधित न्यायालय को सूचित करेगा।
संक्रामक रोग के आधार पर रिहाई	458. जब अधीक्षक की राय में किसी संक्रामक या छूत की बीमारी के आधार पर एक सिविल बंदी की रिहाई वांछनीय है, तो वह सिविल प्रक्रिया संहिता 1908 की धारा 59 (3) (क) के अधीन मामले को महानिदेशक (कारागार) के माध्यम से राज्य सरकार को संदर्भित करेगा।
दिवाला प्रक्रिया से संबंधित सुविधायें	459. कोई भी सिविल बंदी जो राज्य दिवाला अधिनियम, 1920 (संख्या–5 सन् 1920) के अधीन दिवालिया घोषित होना चाहता है, उसे आवश्यक सहायता दी जाएगी और अधीक्षक द्वारा इस उद्देश्य के लिए लेखन सामग्री प्रदान की जाएगी। राज्य दिवाला अधिनियम 1920 की अंग्रेजी और हिंदी की प्रतियां अधीक्षक के कार्यालय में रखी जाएंगी और किसी भी सिविल बंदी द्वारा इसकी आवश्यकता होने पर उधार लेने की अनुमति दी जाएगी।
मुलाकात और पत्र	460. (क) सिविल बंदियों को उचित समय और उचित प्रतिबंधों के अधीन अपने रिश्तेदारों, मित्रों या विधिक सलाहकार से मुलाकात एवं मौखिक या लिखित रूप में अन्य संवाद हेतु सभी उचित सुविधाए प्रदान की जाएंगी। (ख) अधीक्षक द्वारा निर्धारित प्रतिबंधों के अधीन, रविवार और जेल की छुट्टियों को छोड़कर सिविल बंदियों को किसी भी दिन अपने रिश्तेदारों, मित्रों और विधिक सलाहकारों से मिलने की अनुमति दी जाएगी, लेकिन जेल अधिकारी की उपस्थिति आवश्यक नहीं होगी।
हथकड़ी और बेड़ी	461. सिविल बंदियों को जेल में न तो हथकड़ी और न ही बेड़ी लगाई जाएगी। अभिवहन के दौरान भी हथकड़ी या बेड़ी नहीं लगाई जाएगी, जब तक कि यह विशेष कारणों से, जो अभिलिखित रूप में होंगे, आवश्यक न हो और यह पलायन, हिंसा या आत्महत्या को रोकने के लिए और सम्बन्धित न्यायालय की अनुज्ञा से किया गया हो।
नियमों के सार का प्रदर्शन	462. इस अध्याय में अंतर्विष्ट सिविल बंदियों से संबंधी नियमों का एक सार समुचित स्थान पर प्रदर्शित किया जाएगा।

अध्याय–22

मानसिक रूप से बीमार बंदी

आवेदन	463. इस अध्याय में उपबंधित को छोडकर, जेल नियमावली में उच्च और साधारण श्रेणी के सिद्धदोषियों के लिए लागू नियम मानसिक रूप से बीमार कैदियों के उच्च और सामान्य श्रेणी पर भी लागू होगें।
मानसिक रोगी की परिभाषा	464. इस मैनुअल के प्रयोजन के लिए मानसिक रूप से बीमार बंदी, वह होगा जैसा मेन्टल हेल्थ केयर एक्ट–2017 की धारा 2 (ब) मे परिभाषित किया गया है जो निम्नवत हैः धारा 2 (ब) 2 (ब) ''मानसिक रूप से बीमार बंदी'' का अर्थ मानसिक रूप से बीमार व्यक्ति है, जिसके लिए धारा 27 के अनुसार मनश्चिकित्सीय अस्पताल, मनश्चिकित्सीय परिचर्या गृह, जेल या सुरक्षित अभिरक्षा के अन्य स्थान पर अभिरक्षा में लेने या हटाने के लिए आदेश दिया गया है। **धारा 27–** मानसिक रूप से बीमार बंदी का प्रवेश और निंरूद्धि– ''बंदी अधिनियम, 1900(1900 का अधिनियम संख्या–13) की धारा 30 अथवा दंड प्रक्रिया संहिता, 1973 (1974 का 2) की धारा 330 या धारा 335 के अधीन मानसिक रूप से बीमार बंदी को किसी मनोचिकित्सीय अस्पताल या मनोचिकित्सीय परिचर्या गृह में भर्ती हेतु आदेश देने वाला सक्षम प्राधिकारी होगा जिसके पास ऐसे व्यक्ति को ऐसे अस्पताल में या ऐसे नर्सिंग होम या किसी अन्य मनोचिकित्सीय अस्पताल में जिसमें ऐसा व्यक्ति विधिक रूप से निरूद्धि के लिए स्थानांतरित किया जा सकता है, को प्रवेश देने के लिए पर्याप्त अधिकार होगा।
मानसिक रोगी बंदियों का पृथथ्करण	465. ऐसे बंदी जिन्हें नियम 465 की परिभाषा के अनुसार मानसिक रूप से बीमार माना जाता है या पाया जाता है और साथ ही ऐसे प्रत्येक बंदी जिनका उसी चिन्तयरोग इतिहास रहा हो, चाहे वे स्वस्थ वही समरूप पूर्व घोषित किये गये हैं, को अन्य बंदियों से पृथक रखा जा सकता है।
खतरनाक मानसिक बंदियों के संबंध में अनुदेश	466 खतरनाक मानसिक रोगी बंदी वे जो अपनी मानसिक बीमारी के कारण स्वयं को या अपने संपर्क में आने वाले व्यक्तियों को चोट पहुचा सकते हैं, उनके द्वारा चोटिल करने की संभावना को समाप्त करने के लिए ध्यानपूर्वक निम्नलिखित निर्देशों का पालन सावधानीपूर्वक किया जाना चाहिए :– (क) प्रत्येक मानसिक बंदी जब पहली बार जेल में भर्ती हो उसे एक खतरनाक मनोरोगी बंदी माना जाएगा जब तक कि चिकित्सा अधिकारी यह विनिश्चय नहीं कर लेता है कि वह हानिरहित है। (ख) प्रत्येक खतरनाक मानसिक बंदी को, जहां तक आवश्यक माना जाए, अन्य रोगियों से पृथक रखा जाएगा और उस पर कड़ी नजर रखी जाएगी, विशिष्टतः ऐसे समय में जब हिंसा के लक्षण बढ़ जाते हैं। (ग) चिकित्सा अधिकारी एक दिन मे कम से कम एक बार उससे मिलने जाएगा और सावधानीपूर्वक निरीक्षण करेगा कि उसमें हिंसा का कोई संकेत नहीं है। (घ) चिकित्सा अधिकारी मानसिक बंदी की उचित सुरक्षा के लिए निदेश देगा, आवश्यक होनें पर जेल अधिकारियों को उन लक्षणों के बारे में चेतावनी देगा जिसमें अधिक सतर्कता की आवश्यकता है। (ङ) पुष्टित मानसिक व्यक्ति, को जेल में नही रखा जाएगा।
मानसिक बंदियों की श्रेणी	467. मानसिक रोगी बंदियों के तीन वर्ग हैंः– (क) एक अभियुक्त व्यक्ति जो विचारण के दौरान या मामले की जांच के समय मानसिक रूप से स्वस्थ्य नहीं पाया जाता है और जो अपनी प्रतिरक्षा करने में असमर्थ हैं और जिसे दण्ड प्रक्रिया संहिता–1973 की धारा–330 के आदेश के अधीन जेल में निरूद्ध किया गया है। (ख) एक अभियुक्त जो न्यायालय में सुनवाई के समय मानसिक रूप से स्वस्थ्य थे, किन्तु न्यायालय द्वारा इस आधार पर छोड दिये जाते हैं कि अपराध करते समय वे मानसिक रूप से अस्वस्थ्य होने के कारण या अपने कृत्य की

	प्रकृति को समझ नहीं पाने के कारण या यह समझने में असमर्थ थे कि उनका कार्य दोषपूर्ण विधि विरूद्ध है और जिनके जेल मं निरूद्धि का आदेश दण्ड प्रक्रिया संहिता–1973 की धारा–335 के अधीन किया गया है के साथ न्यायालय या मजिस्ट्रेट के आदेश की प्रति भी होगी। (ग) वह व्यक्ति जो प्रिजन्र्स एक्ट–1900 की धारा–3 के अधीन न्यायालय द्वारा मानसिक रूप से बीमार पाये जाने पर आदेश द्वारा सजा पाये गये हैं और जेल में निरूद्ध किये गये हैं
अधीक्षक द्वारा कुछ उद्देश्यों के लिए महानिदेशक के कर्तव्यों का निर्वहन करना	468. दंड प्रक्रिया संहिता, 1973 की धारा 336 के अधीन जेलों के प्रभारी अधिकारी को कारागार महानिरीक्षक के दंड प्रक्रिया संहिता, 1973 की धारा 337 या धारा 338 के अधीन सभी या किसी भी कार्य का निर्वहन करने का अधिकार दिया गया है।
मानसिक रोगी बंदियों के निरोध का स्थान	469. मानसिक रूप से बीमार बंदियों को मानसिक अस्पताल, वाराणसी, या एक मनश्चिकित्सीय अस्पताल या अन्य कोई स्थान जिसे राज्य सरकार द्वारा इस उद्देश्य के लिए सुरक्षित अभिरक्षा घोषित किया गया हो।
मानसिक रूप से बीमार बंदियों की अभिरक्षा	470 एक मजिस्ट्रेट या न्यायालय, दंड प्रक्रिया संहिता, 1973 की धारा 330, 335 और 336 के अधीन प्रस्तर– 465 में परिभाषित मनोरोगी बंदी को सुरक्षित अभिरक्षा में रखने का आदेश जैसा वह उचित समझ देने के लिए सशक्त है। एक अभियुक्त जिसे इस प्रकार सुरक्षित अभिरक्षा में में रखने के लिए आदेश दिया गया है, करेगा– (क) यदि किसी बंदी को मनश्चिकित्सीय अस्पताल या मनश्चिकित्सीय परिचर्या गृह में निरुद्ध करने का आदेश हो तो उसे वहां परिरूद्ध किया जाना चाहिए और यदि उपलब्ध कारणों से यह वांछनीय समझा जाय तो अन्य मनश्चिकित्सीय अस्पताल में स्थानांतरित किया जा सकता है। (ख) यदि बंदी को केंद्रीय कारागार में निरूद्धि का आदेश हो तो उसे मनश्चिकित्सीय उपचार की सुविधा वाले अस्पताल में स्थानांतरित एवं परिरूद्ध रखे जायेंगे जब तक कि उपलब्ध अस्पतालों में अपर्याप्त आवास हो। (ग) यदि किसी अन्य स्थान पर निरूद्धि का आदेश हो तो उसे मनश्चिकित्सीय अस्पताल में स्थानांतरित एवं परिरूद्ध में रखा जायेगा जब तक कि मनश्चिकित्सीय अस्पताल में पर्याप्त आवास उपलब्ध न हो, ऐसी स्थिति में बंदी को केन्द्रीय कारागार में निरोध किया जायेगा उसके गृह जनपद के सबसे निकट और सबसे अनुकूल माहौल वाली हो नोट– दंड प्रक्रिया संहिता, 1973 की धारा 328 के अधीन परीक्षण और जांच के मामले में मानसिक रूप से बीमार बंदी माने गये व्यक्ति को नियम–470 में उल्लिखित स्थान पर निरूद्ध किया जायेगा।
मानसिक रूप से बीमार बंदियों के साथ संलग्न पत्र	471. जब मजिस्ट्रेट या न्यायालय के आदेशानुसार मनोरोगी बंदी को पूर्व नियम के अनुसार मनश्चिकित्सीय चिकित्सालय या जेल भेजा जाता है, तो उसे नियम 474 में निर्धारित प्रपत्रों के साथ मनोचिकित्सालय या जेल भेजा जायेगा।
मानसिक रूप से बीमार बंदी को मनश्चिकित्सीय अस्पताल के अतिरिक्त स्थान पर स्थानांतरण	472. जब न्यायालय दंड प्रक्रिया संहिता, 1973 की धारा की धारा–330 या धारा–335 के अधीन मानसिक रूप से बीमार बंदी को मनश्चिकित्सीय अस्पताल के अतिरिक्त किसी अन्य स्थान पर सुरक्षित अभिरक्षा में रखने का आदेश देता है, तो न्यायालय मामले को महानिदेशक चिकित्सा और स्वास्थ्य सेवाओं को प्रेषित करेगी, जो महानिदेशक (कारागार) के साथ मिलकर नियम. 470 में अंतविष्ट निर्देशों के अनुसार, मानसिक रूप से बीमार रोगी बंदी को सुरक्षित अभिरक्षा के उचित स्थान पर स्थानांतरित करने के लिए व्यवस्था करेंगे। नियम–474 में संदर्भित अभिलेखों की प्रतियॉ भी रिपोर्ट के साथ होगी। नोटः– दंड प्रक्रिया संहिता, 1973 की धारा 335 के अधीन सुरक्षित अभिरक्षा में रखे गये मानसिक रूप से बीमार बंदी के संबंध में रिपोर्ट के साथ न्यायालय के आदेश की एक प्रति भी होगी।

वर्ग क के मानसिक रूप से बीमार जो स्वयं का बचाव करने में सक्षम हो, के साथ भेजे जाने वाले प्रारूप	473. जब प्रस्तर–468 में वर्गीकृत वर्ग–क का एक मानसिक रूप से बीमार, जो महानिदेशक (कारागार) द्वारा प्रमाणित है कि वह अपना बचाव करने में सक्षम है, न्यायालय के समक्ष प्रस्तुत किया जाता है, तो उसके साथ महानिरीक्षक के निम्नलिखित प्रमाण पत्र होंगेः– (क) एम.एच.एम. प्रारूप–नौ मजिस्ट्रेट के कथन की विशिष्टियां (ख) एम.एच.एम. प्रारूप–दस चिकित्सा अधिकारी का प्रमाण पत्र (ग) एम.एच.एम. प्रारूप–ग्यारह निम्न लिखित शीर्षों के अधीन सूचना के साक्ष्य का सार, जैसे – (एक) उस कृत्य से पहले और बाद में मानसिक बीमार का आचरण जिसके लिये व आरोपित किया गया है (दो) जिस तरीके से कृत्य हुआ है (तीन) मानसिक रोगी की मनः स्थिति या विचार जिनके साथ वह समय था जब उसने अपराध को कारित किया, का संकेत देने वाली कोई भी उपलब्ध परिस्थितियाँ, (चार) मानसिक रोगी के पूर्व इतिहास का कोई तथ्य जो यह निर्णय लेने में मूल्यवान हो सकता है कि उसके साथ कैसा व्यवहार अपनाया जाना चाहिए। (पांच) एम.एच.एम.प्रपत्र प्रारूप–बारह चिकित्सा इतिहास का सार (छह) एम.एच.एम. फॉर्म प्रारूप–चौदह चिकित्सा इतिहास – शीट (केस बुक)
मानसिक बीमार बंदी की नियुक्ति, जब वह अहानिकारक प्रमाणित हो	474. यदि वर्ग क या वर्ग ख के मानसिक बीमार बंदी को जेल में निरूद्ध किया गया है, और महानिरीक्षक कारागार यह प्रमाणित करता है कि बंदी को स्वयं या किसी अन्य अन्य व्यक्ति को चोट पहुंचाने के खतरे के बिना रिहा किया जा सकता है, तो इस संबंध में राज्य सरकार दंड संहिता 1973 की धारा–335 और धारा–338 के अधीन जैसा वह ठीक समझे, आदेश निर्गत कर सकती है।
मानसिक रूप से बीमार बंदी, जो स्वस्थ्य हो गया हो, की परिवीक्षा अवधि	475 सभी मानसिक रूप से बीमार बंदियों को जिस अवधि के लिए एक मनश्चिकित्सीय अस्पतालों में परीवीक्षा अवधि के लिए अभिरक्षा में रखा गया है उसे भ्रमणकर्ता के लिए आवश्यक माना जायेगा और इस उद्देश्य के लिए उसकी जेल में वापसी नहीं की जायेगी।
उन्मोचन के पश्चात मानसिक रूप से बीमार बंदी को चिकित्सीय जांच के लिए पेश करना।	476 जब भी दंड संहिता 1973 की धारा 330 के अधीन वर्ग क का मानसिक बीमार बंदी दंड प्रक्रिया संहिता, 1973 की धारा 339 के प्रावधानों के अधीन देखभाल हेतु किसी रिश्तेदार को सौंपा जाता है, तो यह इस शर्त के अधीन होगा कि उसे निश्चित समय अंतराल में जिला जेल के चिकित्सीय अधिकारी के समक्ष निरीक्षण के लिए उपस्थित किया जाएगा, और यह अंतराल छह महीने से अधिक नहीं होना चाहिए। वास्तविक तिथि संबंधित न्यायालय द्वारा निर्धारित की जायेगी।
अनुमित मानसिक रूप से बीमार बंदी की गहन सम्प्रेक्षण	477. जब एक बंदी पागल के रूप में अभिनय कर रहा है, तो चिकित्सा अधिकारी उसे निगरानी में रखेगा और उसके लक्षणों की बारीकी से जांच करेगा ताकि एक अपराधी के पागलपन का नाटक करने की संभावना को रोका जा सके और अधीक्षक को एक रिपोर्ट प्रस्तुत करेगा।
असंतुलित दिमाग के बंदी के प्रकरण में प्रक्रिया	478. (1) जब अधीक्षक को यह प्रतीत होता है कि कोई सिद्धदोषी मानसिक रूप से बीमार है और उसे एक मनश्चिकित्सीय चिकित्सालय में स्थानांतरित किया जाना चाहिए तो वह यथाशीघ्र, मानसिक बीमारी के तथ्य को स्थापित करने के लिए आवश्यक सभी दस्तावेजों के साथ प्रकरण महानिरीक्षक को संदर्भित करेगा, जो आवश्यक आदेश दिये जाने हेतु उसे राज्य सरकार को अग्रेषित करेगा।

	निम्न लिखितअभिलेखों की अनुकृतियां प्रकरण के साथ अग्रेषित की जायेंगीः– (एक) मानसिक रूप से बीमार बंदी का नामिनल रोल। (दो) एम.एच.एम. प्रारूप–चौदह चिकित्सीय इतिहास (केस – बुक) तथा (तीन) एम.एच.एम. प्रारूप–बारह चिकित्सीय इतिहास का सार। (2) यदि कोई व्यक्ति जो दण्ड प्रक्रिया संहिता, 1973 की धारा 109 के अधीन जेल में निरूद्ध है, पागल हो जाता है, अधीक्षक जिला मजिस्ट्रेट को इस तथ्य की रिपोर्ट प्रेषित करेगा और प्ररूप–तीन में प्रमाण पत्र देगा कि बंदी पागल है। यदि जिला मजिस्ट्रेट दंड प्रक्रिया संहिता, 1973 की धारा 123 के अधीन बंदी को रिहा करने का विनिश्चय करता है, तो वह प्राप्ति आदेश तैयार करेगा, और उसके प्राधिकार पर अधीक्षक बंदी को एक गैर–आपराधिक मनश्चिकित्सीय अस्पताल में भेज देगा।
प्रिजनर्स एक्ट की धारा 30 (1) के अधीन मानसिक रूप से बीमार बंदी का स्थानांतरण,	479. (1) जब राज्य सरकार प्रिजनर्स एक्ट–1900 की धारा 30(1) के अधीन कार्य करते हुए एक मानसिक रूप से बीमार बंदी को एक मनश्चिकित्सीय अस्पताल या अभिरक्षा के अन्य उपयुक्त स्थान पर अपसारण के लिये वारंट जारी करती है, तो उस कारागारका अधीक्षक जहां से बंदी को अपसारण किया जाना है उसे तदनुसार स्थानांतरित करेगा, और ऐसे स्थानांतरण की जानकारी उस न्यायालय को देगा, जिसके आदेश वह मानसिक रूप से बीमार बंदी जेल में बंद हुआ था। (2) मानसिक रूप से बीमार बंदी को मानसिक चिकित्सालय भेजने के लिए निम्नलिखित अभिलेख अपेक्षित हैं – क– वारंट ख–. एम.एच.एम. प्रारूप–नौ ग– एम.एच.एम. प्रारूप–दस घ– एम.एच.एम. प्रारूप–बारह ङ– एम.एच.एम. प्रारूप–चौदह च– मानसिक रूप से बीमार बंदी का नामिनल रोल।
ऐसे मनोरोगी की निरूद्धि जिसको सजा की अवधि समाप्त होने से पूर्व स्थानांतरित नहीं किया जा सकता	480. जब एक पागल बंदी जिसको राज्य सरकार के आदेश के अनुसार मनोचिकित्सालय में स्थानान्तरित नहीं किया जा सकता जबतक कि उसकी सजा की अवधि समाप्त नहीं हो जाती, तो महानिदेशक के माध्यम से राज्य सरकार को सूचित किया जायेगा और बंदी को सजा की समाप्ति तक निरूद्ध रखा जायेगा और कैदी को गैर आपराधिक बंदी के रूप में रखे जाने और जिला मजिस्ट्रेट के आदेश के अधीन मनोचिकित्सालय में स्थानान्तरण किये जाने के लिए मामले को जिला मजिस्ट्रेट को संदर्भित किया जायेगा।
रेलगाडी में आरक्षित स्थान।	481. मानसिक रूप से बीमार बंदी, यदि खतरनाक हो तो जब इसे रेलगाडी से भेजा जाये, उन्हें आरक्षित स्थान प्रदान किया जाएगा और उसे अन्य यात्रियों के साथ घुलने–मिलने की अनुमति नहीं दी जाएगी। बंदी को भेजने वाली जेल मांग पत्र पर एक नोट लिखेगी कि मानसिक रूप से बीमार बंदी खतरनाक है या नहीं।
मानसिक रूप से बीमार महिला बंदी के साथ महिला पुलिस कांस्टेबल जाएगी।	482. एक मानसिक रूप से बीमार महिला बंदी का जब स्थानान्तरण किया जायेगा तो सामान्य पुलिस एस्कॉर्ट के अलावा एक महिला पुलिस कांस्टेबल भी साथ होगी।
यात्रा के समय वस्त्र	483. अधीक्षक मानसिक रूप से बीमार बंदियों को स्थानान्तरण पर बारिश या ठंड से बचाव के लिए पर्याप्त कपड़ों

आहार पर अवरोध	की आपूर्ति करेगा। (क) यात्रा पर मानसिक रूप से बीमार बंदियों हेतु भोजन की खरीद के लिए पर्याप्त पैसा या भोजन चिकित्सा अधिकारी के निर्देशों के अनुसार पुलिस एस्कॉर्ट को सौंप दिया जाएगा नोट– दूध साधारणतया पर सबसे उपयुक्त आहार माना जाएगा, क्योंकि अधिकांश रोगी सामान्य भोजन को पचा नहीं पाते हैं। अतः यह उचित व्यवस्था नहीं होगी यदि रोगी के भोजन के लिए अनुरक्षक को नियमित आहार खरीदने वाली राशि दी जायेगी। चिकित्सा अधिकारी द्वारा प्रत्येक रोगी के लिए उचित तौर पर उपयुक्त आहार निर्धारित किया जायेगा और चिकित्सा अधिकारी द्वारा बंदी के आहार का विवरण तैयार करने में उत्तम विधि अपनायेगा और रोगी के स्थानांतरण की व्यवस्था करने वाले व्यक्ति को सौंपा जायेगा और उल्लिखित आहार की आपूर्ति केग स्पष्ट व्यवस्था का उल्लेख करते हुए उसकी प्रति स्कोर्ट के प्रभारी को दी जानी चाहिए। (ख) अधीक्षक यात्रा के दौरान मानसिक रूप से बीमार बंदियों को सुरक्षा के अनुकूल, जैसा कि वह प्रत्येक मामले में आवश्यक समझे, प्रतिबंध, बेड़ी, हथकड़ी आदि का प्रयोग करने के लिए संबंधित न्यायालय अथवा जिला मजिस्ट्रेट से आदेश प्राप्त करेगा ।
अत्यावश्यक मामले में अनुमोदन की प्रत्याशा में स्थानांतरण	484. अत्यावश्यक मामलों में (जैसे मानसिक रूप से बीमार बंदी शोर मचा रहा हो, गंदा या खतरनाक हो) अधीक्षक, यदि आवश्यक समझे तो संबंधित मनश्चिकित्सीय अस्पताल की पूर्व सहमति से मानसिक रूप से बीमार बंदी को राज्य सरकार की मंजूरी की प्रत्याशा में उस मनोरोग अस्पताल में स्थानांतरित कर सकता है। ऐसे मामलों में मानसिक रूप से बीमार बंदी के साथ निर्धारित दस्तावेज भेजे जाएंगे और सरकारी आदेश की प्रति, जैसे ही प्राप्त हो, यथाशीघ्र भेजी जाएगी।
मनश्चिकित्सीय अस्पताल में स्थानांतरण के बारे में फिंगर प्रिंट ब्यूरो को सूचित किया जाएगा	485. जब मानसिक रूप से बीमार सिद्धदोषी को जेल से मनश्चिकित्सीय अस्पताल भेजा जाता है, तो अधीक्षक उत्तर प्रदेश फिंगर प्रिंट ब्यूरो लखनऊ को इस तथ्य संसूचित करेंगा
जब मानसिक रुप से बीमार बंदी मानसिक रूप से स्वस्थ हो जाता है तो प्रक्रिया	486. प्रिजनर्स एक्ट, 1900 (1900 का अधिनियम तीन) की धारा 30 की उप–धारा (2) के प्रावधानों के अधीन, जहां राज्य सरकार को यह प्रतीत होता है कि बंदी मानसिक रूप से स्वस्थ हो गया है तो राज्य सरकार, यदि वह अभी भी अभिरक्षा में रखने के लिए योग्य है, तो एक वारंट द्वारा बंदी के प्रभार वाले व्यक्ति को निर्देशित करेगी कि वह उसे जेल में प्रत्यावर्तित करें जहां से उसे हटाया गया था या राज्य के भीतर किसी अन्य जेल में। अधीक्षक को यह ध्यान रखना होगा कि उसी धारा की उप–धारा (3) के अधीन जिस समय अवधि में एक कैदी को उप–धारा (1) के तहत मनोचिकित्सीय अस्पताल में कैद रखा जाता है, उसे निरूद्धि या कारावास की अवधि के हिस्से के रूप में माना जाएगा, जिसे न्याययालय द्वारा दिये गये आदेश या सजा में सुनाई गई है।
मानसिक रूप से बीमार बंदी के उपचार के लिए प्रारूप और आगे की जानकारी।	487. मानसिक अस्पताल मैनुअल (एम.एच.एम.) के नमूना प्रपत्र जो इस अध्याय में संदर्भित हैं और मानसिक रूप से बीमार बंदी के इलाज के बारे में अधिक जानकारी के लिए, उत्तर प्रदेश मानसिक अस्पताल मैनुअल संदर्भित किया जाना चाहिए।

अध्याय–23

आहार

बंदियों को मानक के अनुसार आहार	488 (क) प्रत्येक बंदी अपने वर्ग के लिए निर्धारित किये गये मानक के अनुसार प्रत्येक दिन निर्धारित समय पर भोजन प्राप्त करने का हकदार होगा, जब तक कि उसे निजी स्रोतों से भोजन प्राप्त करने की अनुमति इस निर्देशिका के नियमों द्वारा न दी गयी हो। (ख) आहार के मानकः– राज्य सरकार को सूचना देने के अधीन रहते हुए महानिदेशक कारागार किसी भी समय आदेश द्वारा अस्थायी या स्थायी रूप से और ऐसी शर्तों के अधीन जैसा कि वह उचित समझे ''परिशिष्ट–ए'' में निर्धारित मानक में परिवर्तन कर सकता है।
चिकित्सीय आधारों पर विशेष या अतिरिक्त आहार	489 ऐसे किसी मामले में जब चिकित्सा अधिकारी स्वास्थ्य कारणों से एक बंदी के लिए निर्धारित आहार को अनुपयुक्त या अपर्याप्त समझता है, तो वह ऐसे बंदी के लिए विशेष आहार अथवा आहार की अतिरिक्त वस्तुओं के लिए लिखित आदेश दे सकता है। बंदियों के किसी भी वर्ग के आहार में बदलाव के लिए उप महानिरीक्षक की मंजूरी की आवश्यकता होगी।
कुछ मामलों में विशेष आहार	**490** ऐसे किसी मामले में जिसमें अधीक्षक को लगता है कि कोई बंदी जिस आहार का आदी है, उसे ध्यान में रखते हुए निर्धारित आहार उसके स्वास्थ्य के दृष्टिगत अनुपयुक्त है वह उस बंदी के लिए ऐसे विशेष आहार, जिसे वह उपयुक्त समझे महानिरीक्षक की मंजूरी के लिए संस्तुत कर सकता है।
सुबह का भोजन	**491** सुबह के भोजन की सामग्री और मानक ''परिशिष्ट–ए'' में विहित है।
मध्यान्ह एवं शाम के आहार के लिए कच्चा राशन, प्रति बन्दी/ प्रति आहार	492 (क) गेहूं का आटा (श्रमिक बंदियों के लिए) – 350 ग्राम। (ख) गेहूं का आटा (गैर–श्रमिक बंदियों के लिए) – 270 ग्राम। नोटः श्रमिक बंदियों के लिए तैयार आहार में 08 चपातियों से कम नहीं होना चाहिए, जिनका वजन 500 ग्राम एवं गैर श्रमिक बंदियों के लिए 06 चपातियों से कम नहीं होना चाहिए, जिनका वजन 350 ग्राम हो, या (ग) चावल – 240 ग्राम।
दाल और सब्जियों में विविधता प्रति बंदी/ प्रति आहार	493 दाल और सब्जियों की विविधता का मानक ''परिशिष्ट–ए'' में विहित है।
त्योहार पर आहार	494. साधारण वर्ग के प्रत्येक बंदी को, चाहे वह किसी भी धर्म का हो, स्वतंत्रता दिवस, गणतंत्र दिवस की वर्षगांठ और ईद–उल–फितर, ईद–उल–जुहा होली और दिवाली के त्योहारी दिनों में त्योहार का भोजन प्राप्त होगा। त्योहार के भोजन का मानक ऐसा होगा जैसा कि ''परिशिष्ट–ए'' में उल्लिखित है।
विशेष भोजन	495. विशेष भोजन का मानक ''परिशिष्ट–ए'' में निर्धारित है
निजी व्यक्तियों या समितियों द्वारा उपलब्ध कराया गया भोजन	496. जब भी कोई परोपकारी व्यक्ति या समिति किसी विशेष अवसर पर जेल के सम्पूर्ण लोंगो के लिए विशेष भोजन उपलब्ध कराने का प्रस्ताव करता है, तो अधीक्षक के विवेक पर उस विशेष भोजन के नकद मूल्य का भुगतान करने की उसे अनुमति दी जा सकती है और तब अधीक्षक दाता द्वारा प्रस्तावित भोजन बंदियों को देगा और इस तथ्य को अपनी आदेश–पुस्तिका में दर्ज करेगा और इसके बारे में महानिरीक्षक को भी सूचित करेगा।

व्रत (उपवास) रखने वाले हिंदू बंदियों के लिए आहार	497. व्रत (उपवास) रखने वाले हिंदू बंदियों के लिए आहार निर्धारण का मानक ''परिशिष्ट–ए'' में विहित है।

रमजान के महीने में उपवास रखने वाले मुस्लिम बंदियों के लिए आहार	498. रमजान के महीने में उपवास रखने वाले मुस्लिम बंदियों के लिए आहार निर्धारण का मानक ''परिशिष्ट–ए'' में विहित है।
बंदियों के कुछ वर्गों के लिए गुड़	499. सफाई कर्मचारी के रूप में काम करने वाले प्रत्येक बंदी को सामान्य आहार के अलावा सप्ताह में तीन बार 60 ग्राम गुड़ प्राप्त होगा। सिलाई कारखानों में काम करने वाले और ऊन की कार्डिंग पर काम करने वाले प्रत्येक बंदी को सामान्य आहार के अलावा प्रतिदिन 60 ग्राम गुड़ प्राप्त होगा।
विशेष आहार	500. कमाई करने वाले ऐसे बंदी जो अपने काम को असाधारण रूप से अच्छा करते हैं या अपने काम में विशिष्ट प्रतिभा का प्रदर्शन करते हैं, उन्हें अपनी कमाई से ऐसी विशेष खाद्य सामग्री की अनुमति दी जा सकती है, जो अधीक्षक द्वारा अनुमोदित हो।
पके हुए चावल	501. पके हुए चावल को इतना सूखा परोसा जाना चाहिए ताकि प्रत्येक दाना अलग हो। इसे गेंदों (गोला) में नहीं बनाया जाएगा, बल्कि उसका वजन किया जाएगा और अलग–अलग बंदियों को वितरित किया जाएगा। सूखे चावल एवं पके हुए चावल का अनुपात 1.3 से कम नहीं होना चाहिए। नोट– पके हुए चावल का वजन चावल की गुणवत्ता के अनुसार बदलता है और अधीक्षक को चावल की प्रत्येक किस्म के साथ प्रयोग करने के पश्चात पके हुए चावल के वजन की सही मात्रा तय करनी चाहिए।
दाल की किस्में	502. अधीक्षक के विवेकानुसार बंदियों को अरहर, मसूर, उड़द, चना, मटर, मूंग या कुछ अन्य किस्म की दालें दी जायेगी। परन्तु एक दिन में दोनों मुख्य भोजन के लिए एक ही दाल नहीं दी जाएगी। गर्मी के महीनों में जब जेल के बगीचे में सब्जियों की किस्में कम हो जाती हैं, तो अधीक्षक के विवेकानुसार दोनों भोजनों में सब्जियों के स्थान पर एक भोजन में सब्जी और दूसरे भोजन में दाल दी जा सकती है।
दाल वितरित करने का तरीका	503. चना और अरहर को दाल के रूप में वितरित करने से पूर्व उन्हें तोड़ा जाना चाहिए और भूसी को सावधानी से हटा दिया जाना चाहिए। मसूर, उड़द और मूंग सामान्यतः समूचे रूप में वितरित किया जा सकता है। अधीक्षक अपने विवेकानुसार आदेशपुस्तिका में लिखित आदेश के माध्यम से टूटे उड़द, मूंग और मसूर को दाल के रूप में इस्तेमाल करने के लिए अधिकृत कर सकता हैं। यह मौसम की समाप्ति में आवश्यक हो सकता है क्योंकि तब इन पर घुन लग सकता है। जब मसूर तोड़ने के बाद वितरित किया जाय, तो पूरी भूसी सावधानी से हटा दी जानी चाहिए। (क) विभिन्न दालें वितरित करने का कार्यक्रम– विभिन्न प्रकार की दाल वितरित करने के कार्यक्रम के संबंध में परिशिष्ट आठ में किये गये प्रावधानों के बावजूद अधीक्षक उनकी कीमतों और इलाके के रीति–रिवाजों का विशेष ध्यान रखेंगे। दालें जो अपेक्षाकृत सस्ती हैं या जो इलाके का मुख्य भोजन हैं, उन्हें अन्य दालों की तुलना में अधिक बार वितरित किया जाना चाहिए। प्रत्येक दिन के भोजन को प्रदर्शित करने वाले कार्यक्रम में जिस एक दाल विशेष को वितरित किया जाना है, उसे अधीक्षक द्वारा अपनी आदेश–पुस्तिका में नोट किया जाएगा और इसकी प्रतियां अनाज व्यय स्टोर और रसोई गृह में लटका दी जाएंगी।
सब्जियों की दैनिक जांच	504.जेलर रोजाना सब्जियों को, जब वे कटकर उपयोग के लिए तैयार हों, जांच करेगा और यह सुनिश्चित करेगा कि वह अच्छी गुणवत्ता की हैं तथा डंठल एवं लकड़ी वाले भाग से मुक्त हैं। वह सब्जियों और मिर्च की मात्रा बढ़ा सकता है, यदि जेल के बगीचे में पर्याप्त मात्रा में उपलब्ध हों।

सब्जियों की किस्में	505. जहां तक संभव हो एक बार के भोजन में केवल एक सब्जी वितरित की जाय और भोजन में विविधता के लिए विभिन्न समय में वितरित की जाने वाली सब्जियों की किस्मों में परिवर्तन किया जाना चाहिए। चौलाई और अन्य साग का वितरण सप्ताह में 04 बार के भोजनों तक निबंधित रखना चाहिए।

सब्जियों की खरीद	506. जब जेल के बगीचे में उगाई गई सब्जियों की मात्रा बंदियों के उपभोग के लिए अपर्याप्त हो, तो अधीक्षक बाजार या किसी अन्य एजेंसी से उतनी अवधि के लिए, जितनी आवश्यक हो, सब्जियों की खरीद के लिए परिक्षेत्रीय उप महानिरीक्षक कारागार के माध्यम से महानिदेशक से अनुरोध कर सकेंगे। उप महानिरीक्षक कठोर संनिरीक्षा के उपरान्त अपनी सिफारिशों सहित प्रस्ताव महानिदेशक को अग्रसारित करेगा।
रोगांणुरोधी सब्जियों का भंडारण सुखाये जाने पर	507. गर्मी के मौसन में वितरण के लिए अधीक्षक को प्रचुर मात्रा में आलू, कद्दू और प्याज जैसी रोगाणुरोधी आपूर्ति सब्जियों का भंडारण करना चाहिए, क्योंकि गर्म मौसम में आंवला फल में मूल्यवान एंटी–स्कोरब्यूटिक गुण होते हैं जो इसे छाया में बहुत हद तक संरक्षित रहते हैं। सुखाने के बाद भण्डारित किया जाता है और गर्मी के मौसम में इसके बीज निकालकर और पाउडर बनाकर कैदियों को दिया जा सकता है।
ईंधन का पैमाना	508. ईंधन का मानक ''परिशिष्ट–ए'' में विहित है।
नीबू	509. जब नीबू का मौसम हो, तो अधीक्षक मध्याह्न भोजन के साथ प्रति बंदी एक नीबू देने की व्यवस्था करेगा। अधीक्षक, महानिरीक्षक की अनुमति के बिना जेल उद्यान के नींबू नहीं बेचेगा गर्म महीनों में नीबूओं को आधा काटकर और भरपूर मात्रा में सामान्य नमक के साथ छिड़क कर उन्हें आसानी से संरक्षित किया जा सकता है और जेल में जब नीबू की आपूर्ति बहुतायत में हो, तो बंदियों के उपयोग के लिए उनके भण्डारित संरक्षण की व्यवस्था जेलर करेगा। यह ध्यान दिया जाना चाहिए कि उन्हें पोर्सिलीन जार, या इसी तरह के गैर–छिद्रपूर्ण बर्तनों में भण्डारित किया जाना चाहिए। एक साधारण मिट्टी का जार मिश्रण को सुखा देगा और खराब कर देगा।
रोगाणु रोधक का मानक	510. (क) चटनी (प्रति बंदी सप्ताह में दो बार) (1) नमक 0.5 ग्राम। (2) मिर्च 0.15 ग्राम (3) आमचूर्ण 02 ग्राम। (4) पानी 05 मिली. नोट– आमचूर्ण को कमरख, कैथा, ताजे कच्चे आम इमली (छिलके और बीज रहित) से प्रतिस्थापित किया जा सकता है, यदि वह जेल के बगीचे में उपलब्ध हो। या 02 ग्राम आमचूर्ण दाल में मिला सकते हैं (सप्ताह में दो बार) (बी) आम–का–पना (मई और जून के महीनों में प्रति बंदी प्रति दिन) (1) नमक 2 ग्राम। (2) काली मिर्च 1 ग्राम। (3) भुना जीरा 1 ग्राम। (4) पुदीना 1 ग्राम। (5) जल 200 मिली। (6) कच्चे आम 100 ग्राम। (7) चीनी 3 ग्राम।
शाम की चाय.	511. (1) 1 कप चाय (सुबह की चाय के मानक के अनुसार पूरे वर्ष मई और जून महीनों को छोड़कर) (2) बिस्कुट के 4 टुकड़े (लगभग वजन 20 ग्राम।)
बीमार बंदियों के लिए आहार	512. बीमार बंदियों के लिए आहार का मानक ''परिशिष्ट–ए'' में विहित है।

अशक्त और स्वस्थ्य लाभ प्राप्त कर रहे बंदियों के आहार का अभिलिखित करना	513. अस्पताल में भर्ती प्रत्येक रोगी या बीमार और स्वास्थ्य लाभ प्राप्त कर रहे समूह को दिए जाने वाले आहार के मानक की संख्या और अतिरिक्त आहार का विवरण, यदि कोई हो, तो रोगियों के मामले में बेड हेड टिकट पर और बीमार एवं स्वास्थ्य लाभ प्राप्त कर रहे बंदियों की दशा में हिस्ट्री टिकट पर चिकित्साधिकारी के अल्प हस्ताक्षर से किया जायेगा। रोगियों के रूप में भर्ती विचाराधीन बंदियों को वह आहार प्रदान किया जायेगा जो चिकित्साधिकारी द्वारा निर्धारित हो।

अलावा गर्भवती महिला बंदियों और दूध पिलाने वाली माताओं के लिए सामान्य आहार के अतिरिक्त आहार का मानक (प्रति दिन)	514. गर्भवती महिला बंदियों और दूध पिलाने वाली माताओं के लिए आहार का मानक ''परिशिष्ट–ए'' में विहित है।
बच्चों के लिए आहार का मानक (प्रति बच्चा प्रति आहार)	515. बच्चों के लिए आहार का मानक ''परिशिष्ट–ए'' में विहित है।
पीसने से पहले अनाज का उपचार	516. पीसने के लिए मिल–हाउस भेजने से पहले सभी अनाजों को सावधानीपूर्वक साफ किया जाना चाहिए। यदि आटे को डिब्बे में रखा जाता है तो उसे दोसुती चादरों से ढक देना चाहिए और यदि बोरियों या किसी अन्य पैकिंग में रखा जाता है तो पैकिंग को अच्छी तरह से स्वच्छ और धूल रहित से किया जाना चाहिए।
मिल स्टैंड और अनाज के कुंड..	517. मिल स्टैंड का निर्माण इस प्रकार किया जाना चाहिए कि आटे में धूल न मिल सके। आटे के लिए अनाज का कुंड और चैनल अच्छी तरह से सीमेंटेड और साफ होना चाहिए। आटा लकड़ी के बक्सों, पल्ली, बोरी या चैनल के नीचे रखे किसी अन्य उपयुक्त पात्र में प्राप्त किया जाएगा .
आटे को छानना...	518. आटे को से 10 से 12 छेद प्रति सेंटीमीटर महीन तार वाली छन्नी से छानना चाहिए।
आटे का आरिक्षत स्टॉक	519. जेलर यह देखेगा कि कम से कम आटे का चार दिनों के उपयोग हेतु आटे का भंडार हमेशा अनाज अन्न व्यय स्टोर में रहे।
सफाई और पीसने में हुई हानि	520. अनाज और दाल की सफाई, पिसाई आदि में होने वाली हानियों की अनुसूची महानिदेशक (कारागार) द्वारा निर्धारित की जाएगी। नियम 1227 के प्रावधानों को भी संदर्भित किया जाएगा।
कंटेनर	521. अनाज, दालों और आटे को अनाज व्यय स्टोर में समान मात्रा वाली बोरियों में रखा जाएगा, (प्रत्येक बोरी पर वजन अंकित रहेगा) या डिब्बे में, जिन पर उसकी क्षमता का चिन्ह मुद्रित रहेगा, में रखा जायेगा जिन कंटेनरों में मसाले, तेल, घी और अन्य चीजें रखी जायेंगी उनका वजन उन पर अंकित किया जाएगा ताकि वरिष्ठ अधिकारियों और आगंतुकों द्वारा स्टॉक का निरीक्षण किया जा सके।
बिना पके राशन का वजन	522. बिना पका हुआ राशन जेलर, डिप्टी जेलर या कुक–हाउस के प्रभारी वार्डर की उपस्थिति में तौलकर रसोइयों को दिया जाएगा। राशन उचित गुणवत्ता और वजन का है यह देखने के लिए ये अधिकारी जिम्मेदार होंगे। अस्पताल के लिए राशन चिकित्सा अधिकारी द्वारा मांगा जाएगा। अधीक्षक माह में कम से कम एक बार स्वयं उपस्थिति रहकर तौल का निरीक्षण करेगा।
रसोइया घर का प्रभार ..	523. प्रत्येक रसोइघर एक वार्डर के प्रभार में होगा जो भोजन तैयार करने के संबंध में पायी गयी किसी भी अनियमितता के लिए जिम्मेदार होगा। जब भण्डार से रसोइघर को कच्चा राशन दिया जायेगा तो उससे एक रसीद प्राप्त की जाएगी। यह जेलर, चक्र के प्रभारी डिप्टी जेलर और अनाज के भंडारण के प्रभारी डिप्टी जेलर को राशन के वनज और गुणवत्ता के संबंध में पूर्व वर्णित प्रस्तरों में दी गयी जिम्मेदारी से मुक्त नहीं होंगे।
कच्चे राशन का वितरण	524. अनाज भण्डार से कच्चा राशन वितरित करने का समय अधीक्षक द्वारा निर्धारित किया जायेगा और उसका कड़ाई से अनुपालन किया जायेगा। पूरे दिन का राशन एक बार सुबह ही वितरित किया जाएगा।

	अधीक्षक/कारापाल की उपस्थिति में रसोइघर के लिए राशन वितरित किया जाएगा।
मसाले वितरित करना	525. पूरे दिन के लिए मसालों को सुबह में एक बार वितरित किया जाएगा, और प्रत्येक बार के भोजन के लिए पृथक बक्से में रखा जायेगा। इन बक्सों को विधिवत बंद करके सुबह रसोई–घर में भेज दिया जाएगा। सर्किल प्रभारी उप जेलर बक्सों की चाबियां अपने पास रखेंगे और यह सुनिश्चित करेंगे कि मसालों का प्रयोग उनकी उपस्थिति में किया जाय।

कच्चे राशन का निरीक्षण	526. अधीक्षक माह में कम से कम एक बार अनाज व्यय भण्डार से वितरित किए जाने वाले कच्चे राशन के वजन की शुद्धता की जांच करेगा।
आटा गूंथ कर चपाती बनाने की विधि.	527. रसोई घरों को दिया जाने वाला आटा ताजा और मिलावट से मुक्त होगा। इसे आधे घंटे के लिए पानी में भिगोया जायेगा और फिर धीरे–धीरे और पूरी तरह से हाथ से गूंथा जायेगा। उपयुक्त गूंथे आटे में यदि एक उंगली डूबोई जाय तो कोई भी आटा उंगली से चिपकना नहीं चाहिए। गूंथने के बाद, आटे को बेलन की सहायता से एक टेबल पर पतला कर बेलना चाहिए।. खाना धीरे–धीरे पकाया किया जाना चाहिए ताकि सतह जल न जाए और पूरी रोटी में स्टार्च कण को अच्छी तरह से तोड़ना सुनिश्चित हो सके। कच्ची चपाती को सबसे पहले तवे के उस हिस्से पर रखा जाता है जो कम गर्म हो और कुछ सेकेंड के बाद पलट दी जाती है। फिर इसे तवे के गर्म हिस्से पर रख दिया जाता है। फूली हुई चपाती को एक या दो बार पलट दिया जाता है ताकि सतह को कोई नुकसान न पहुंचे आर उसमें भरी हवा तब तक बाहर न निकले जब तक कि चपाती ठीक से पकी हुई हो। इस बात के लिए हर संभव प्रयास किया जाना चाहिए कि रोटी न तो अधिक और न ही कम पके हुए हैं। अधीक्षक एक चपाती बेलने के लिए बेलन के उपयोग हेतु निर्देश जरी कर सकता है। हालांकि, उपलब्धता के अनुसार यंत्रीकृत प्रक्रियाओं का उपयोग किया जा सकता है।
सब्जी पकाने की विधि. ...	528. सब्जियों को पकाने में, निम्नलिखित विधि अपनाई जानी चाहिएः– बर्तन में तेल डालकर गर्म कर लें, फिर जीरा, पिसी हुई मिर्च एवं हल्दी को पानी में मिलाकर उसमें डाल दें और कुछ मिनट तक चलाएं जब तक कि हल्दी का रंग लाल न हो जाए। अब सब्जियों को बर्तन में डाल देना चाहिए और लगभग 10 मिनट तक अच्छी तरह से चलाना चाहिए, उसके बाद आवश्यक मात्रा में पानी डालना चाहिए और बर्तन को ढक देना चाहिए। पकाने के दौरान सब्जियों को दो या तीन बार चलाया जाना चाहिए। सब्जी के पक जाने पर और बर्तन को आग से उतारने से पहले गरम मसाला डालना चाहिए। आलू , शलजम, गाजर आदि ठोस सब्जियों को गरम मसालों को डालने से पहले उन्हें आंशिक या पूर्ण रूप से छील करके मिला लें या उपयुक्त रूप से काट ली जानी चाहिए।.
रसोई घर की स्वच्छता....	529. (1) सर्किल के प्रभारी डिप्टी जेलर और रसोई घर के प्रभारी वार्डर यह देखने के लिए जिम्मेदार होंगे कि खाना पकाने के सभी बर्तन, कपड़े और अन्य उपकरण पूरी तरह से उज्ज्वल और साफ रखे गए हैं। रसोई–घर हमेशा साफ सुथरा होना चाहिए। बर्तनों के धातु के प्रकार का निर्धारण महानिदेशक द्वारा किया जाएगा। (2) साबुन की एक बट्टी जिसका वजन 6० ग्राम हो। काम से पहले और बाद में हाथ धोने रसोई घर के बंदियों के उपयोग के लिए प्रति दिन प्रति रसोई के हिसाब से वितरित किया जाएगा।
रसोइयों का पुनर्विलोकन	530. उपयुक्त बंदी जो शारीरिक रूप से स्वस्थ और साफ–सुथरी आदतें रखते हैं, उन्हें रसोई–घरों में नियोजित किया जाएगा। जेलर व्यक्तिगत रूप से रसोई घर में कार्यरत बंदियों की उपयुक्तता पुनर्विलोकन करेगा।
मक्खियों से बचाव–	531. समस्त भोजन मक्खियों से सावधानीपूर्वक संरक्षित किया जाना चाहिए।
भोजन का वजन और माप...	532 (1) उपयोग किये जा रहे मानक की संख्या और वनज का विवरण प्रदर्शित करने वाली एक सूची प्रत्येक भण्डार, कार्यशाला और रसोई घर में लटका दी जानी चाहिए और उस तारीख को अंकित कर देना चाहिए जब वे बाट और माप विभाग द्वारा अंतिम बार प्रमाणित किए गए थे। (2) भण्डार के प्रभारी जेलर और डिप्टी जेलर यह देखने के लिए जिम्मेदार होंगे कि थोक और फुटकर राशन की

	आपूर्ति के लिए उचित रूप से संतुलित छड़ वाले तराजू और सही वजन का उपयोग किया जा रहा है। भोजन वितरण परेड में रसोइया अपने साथ हल्के तराजू और तौल ले जाएगा ताकि कोई भी बंदी जो अपने राशन के वजन का परीक्षण करना चाहता है, ऐसा कर सके। राशन की मात्रा, गुणवत्ता या पकाने के संबंध में कैदियों की सभी शिकायतों को प्रथमतः अधीक्षक के ध्यान में लाया जाएगा और ऐसी कोई भी शिकायत मिलने पर अधीक्षक का यह कर्तव्य होगा कि वह तत्काल व्यक्तिगत रूप से मामले की जांच करे। (3) ट्रेः– सभी भोजन को उपलब्ध करायी गयी हैंडल वाली ट्रे से वितरित किया जाएगा गर्म परोसा जायेगा। (4) मापने वाले कपों की जांच पडतालः–भोजन वितरित करने में उपयोग किए जाने वाले कपों, तराजू और बांट की अनिश्चित अंतरालों पर सावधानीपूर्वक जांच पडताल की जायेगी और महीने में कम से कम एक बार अधीक्षक द्वारा किया जायेगा।
भोजन का वितरण	533. (1) अधीक्षक, बंदियों को भोजन करने का समय, और किस प्रकार, किस स्थान पर भोजन का वितरण किया जाना है विहित करेगा। (2) सभी पके हुए भोजन को तब तक ढककर रखना चाहिए जब तक कि उसका वितरण न हो जाए, और खराब होने वाली वस्तुओं के भंडारण के लिए (फ्रीजर, रेफ्रिजरेटर आदि के रूप में) उचित व्यवस्था की जानी चाहिए। (3) सर्दी के मौसम में भोजन ताजा और गर्म परोसा जाना चाहिए; भोजन को गर्म और उपभोग के लिए उपयुक्त रखने के लिए उचित तापन विधियों का उपयोग किया जाएगा। भोजन ले जाने के लिए उपयोग किए जाने वाले पात्रों में अच्छी तरह से फिटिंग वाले ढक्कन होने चाहिए। सभी खाद्य पदार्थों को मक्खियों और अन्य कीड़ों से सावधानीपूर्वक संरक्षित किया जाना चाहिए।
भोजन के दौरान बारिश और गर्मी से आश्रय स्थल	534. बंदियों को भोजन के दौरान बारिश और भीषण गर्मी से संरक्षण दिया जाएगा और उन्हें बरामदे या अन्य आश्रय स्थलों में आवश्यकतानुसार भोजन करने की अनुमति होगी।
अधिकारियों की जिम्मेदारी	535. (1) अनाज भंडार का प्रभारी अनाज भण्डार में अनाज और अन्य अन्य वस्तुओं की उचित सफाई, रसोई घरों को सही ढंग से अनाज वितरित किये जाने और मिल में अनाज पिसाने के लिए जिम्मेदार होंगे। (2) मिलों में अनाज की पिसाई के लिए जेलर और अनाज भंडारण का प्रभारी जिम्मेदार होगा। (3) जेलर, सर्किल के प्रभारी उप जेलर और रसोई का प्रभारी किसी भी बंदी या बंदियों के वर्ग के लिए निर्धारित मानक के अनुसार तैयार भोजन की गुणवत्ता और बंदियों को सही वितरण के लिए जिम्मेदार होंगे। (4) चिकित्सा अधिकारी के नियंत्रणाधीन अस्पताल में रोगियों के आहार की तैयारी के लिए चिकित्सा अधिकारी द्वारा विधिवत नामित एक फार्मासिस्ट जिम्मेदार होगा।
बेकरी	536. जेलों में पके हुए सामान बनाने के लिए बेकरी हो सकती है।
उपकरणों की जांच पड़ताल	537. (1) रसोइई–घर और बेकरी के प्रभारी वार्डर, उनमें रखे गए औजारों, उपकरणों, बर्तनों और अन्य संपत्तियों की सूची बनाने, उनके सुरक्षित रखने और उचित रख–रखाव के लिए जिम्मेदार होंगे। (2) जेलर रसोई घर और बेकरी में सभी उपकरण, औजार और बर्तनों को उचित रूप से व्यवस्थित करायेगा ताकि किसी भी दुर्घटना से बचा जा सके। (3) अधीक्षक ईंधन के कंटेनरों के सुरक्षित और संरक्षित भंडारण को सुनिश्चित करेगा।

अध्याय–24

वस्त्र एवं उपस्कर

बंदियों के वस्त्रों की आपूर्ति	538. कठोर कारावास की सजा पाये प्रत्येक कैदी को परिशिष्ट बी में विहित मानक के अनुसार जेल के कपड़े दिए जायेंगे और उसके द्वारा वह पहना जाएगा। परन्तु जब अधीक्षक किसी मामले में चिकित्सा आधार पर एक सिद्धदोषी के लिए निर्धारित कपड़ों को अनुपयुक्त मानता है, तो वह लिखित आदेश द्वारा निदेश दे सकता है कि उसे विशेष कपड़े प्रदान किए जाय। बंदियों और अपनी माताओं के साथ रहने वाले बच्चों को आपूर्ति किए जाने वाले कपड़ों का मानक महानिदेशक (कारागार) द्वारा नियत किया जायेगा।
अपनी मां के साथ जेल में रहने वाले बच्चों के वस्त्र और बर्तन	539. अधीक्षक, जेल में अपनी मां के साथ रहने वाले बच्चों को ऐसी कपड़ों और बर्तनों को उपलब्ध कराने की अनुमति प्रदान करेगा–जैसा कि परिशिष्ट–बी में विहित है।
साधारण कारावास के सिद्धदोषियों और विचाराधीन बंदियों के वस्त्र	540. साधारण कारावास की सजा पाए सिद्धदोषियों और विचाराधीन बंदियों को अपने स्वयं के वस्त्र पहनने की अनुमति दी जाएगी, परन्तु (क) कि ऐसे सिद्धदोषी और विचाराधीन बंदी जो अपने लिए आवश्यक कपड़ों का प्रबन्ध करने में असमर्थ हैं उन्हें जेल भण्डार से पर्याप्त कपड़े प्रदान किये जायेंगे। (ख) साधारण कारावास की सजा पाये ऐसे कैदी जो श्रम का चुनाव करते हैं, और बाहर काम करने में नियोजित होते हैं उन्हें वहीं कपड़े दिये जायेंगे जो कठोर सजा पाए कैदियों को दिए जाते हैं। अभिरक्षा में रहने वाले सिद्धदोषी जब न्यायालय भेजे जाते हैं चाहे गवाह के रूप में या आरोपी के रूप में स्वयं के सामान्य कपड़े पहन सकते हैं। इस उद्देश्य के लिए, जेल में जमा कैदी के कपड़े, या दोस्तों या रिश्तेदारों द्वारा उपलब्ध कराये गये कपड़े अदालत जाने के पूर्व उन्हें दिये जाएंगे और न्यायालय में उपस्थिति के बाद वापस आने पर वापस ले लिए जाएंगे।
सैन्य बंदियों को वर्दी पहनने की अनुमति नहीं	541. सैन्य बंदियों या किसी भी अन्य वर्दीधारी सेवाओं के कैद कर्मियों को जेल में अपनी सेवा वर्दी पहनने की अनुमति कदापि नहीं दी जाएगी। यदि कोई ऐसा कैदी जो नियमों के तहत अपने कपड़े पहनने का हकदार है, लेकिन उसके पास वर्दी के अलावा कुछ भी नहीं है, तो उसे जेल भण्डार से आवश्यक कपड़े उपलब्ध कराए जाने चाहिए।
वस्त्रों की आपूर्ति की जिम्मेदारी।	542. जेलर यह देखने के लिए जिम्मेदार है कि सभी बंदियों को निर्धारित वस्त्र और बिछौना उपलब्ध हों, जो नियमों में विहित हैं या अधीक्षक या चिकित्सा अधिकारी द्वारा दिए गए विशेष निर्देशों, यदि कोई हो, के अनुसार हैं।
कपड़ों की नाप और पैटर्न होने चाहिए	543. महानिदेशक, बंदियों को आपूर्ति किये जाने वाले प्रत्येक कपड़े की नाप, पैटर्न आदि नियत करेंगे और उनके द्वारा अनुमोदित सीलबंद नमूनों का एक सेट ऐसे कपड़ों के निर्माण और आपूर्ति के लिए अधिकृत प्रत्येक

	जेल में रखा जाएगा।
बस्त्रों और बर्तनों का मांग प्रपत्र	544. अधीक्षक प्रत्येक वर्ष 5 मई तक सूती और ऊनी बस्त्रों और बर्तनों के लिए निर्धारित प्रारूप में मांग प्रपत्र तैयार कर परिक्षेत्रीय उप महानिरीक्षक को प्रस्तुत करेगा। परिक्षेत्रीय उप महानिरीक्षक अपने परिक्षेत्र की जेलों के लिए समेकित मांग पत्र प्रत्येक वर्ष 15 मई तक महानिदेशक को प्रस्तुत करेंगे। महानिदेशक सितंबर माह तक ऐसी वस्तुओं के आवंटन और आपूर्ति या तो निर्माण जेलों से या किसी अन्य स्रोत से करने की व्यवस्था करेंगे।
वस्त्र और बिछौने के मानक	545. साधारण श्रेणी के बंदियों के लिए बस्त्रों, बिछौनों और अन्य उपकरणों के मानक परिशिष्ट–बी मे निहित हैं।
चप्पलें	546. साधारण श्रेणी के सिद्धदोषयों को, जो निराश्रित हैं उन्हें एक जोड़ी रबर या प्लास्टिक की चप्पल प्रदान की जाएगी। नियुक्ति के समय चप्पलों का हिसाब रखा जाएगा।

तीव्र ठंड से बचाव	547. अत्यधिक ठंड में, जहां गर्म कपड़ों के अलावा कोई वैकल्पिक सुविधा नहीं है, बंदियों को ठंड से बचाने के लिए जेलर द्वारा पर्याप्त संख्या में अलाव की व्यवस्था की जाएगी। दिन के समय प्रत्येक बैरक के लिए 30 किलो जलाऊ लकड़ी का एक अलाव होगा।
केन्द्रीय कारागार के युवा वयस्कों के लिए बस्त्रों का मानक	548. केन्द्रीय कारागार के अंतःवासी युवा वयस्क के लिए बस्त्रों और बिछौनों का मानक परिशिष्ट–बी में विहित है
बरसात के मौसम और विशेष कार्यों में नियोजित सिद्धदोषियों के लिए अतिरिक्त कपड़े।	549 (1) प्रत्येक कैदी को, जो ऐसे श्रम में नियोजित है, जो कपड़ों को धूल–धूसरित करते हैं, को काम के घंटों के दौरान पहनने के लिए अतिरिक्त उपयुक्त कपड़े दिये जायेंगे। (2) रसोइयों को एक एप्रन कोट और एक अतिरिक्त पतलून प्रदान की जाएगी। काम के दौरान उसे साधारण कपड़े नहीं पहनने चाहिए। (3) बरसात के मौसम में खुले में काम करने वाले कैदियों को और बारिश से सुरक्षा के लिए अतिरिक्त उपयोगी बरसाती कपड़े प्रदान किये जायेंगे।
बंदी अधिकारियों के लिए वस्त्र	550. बंदी अधिकारियों की वर्दी का मानक और वस्त्र निम्नलिखित मानक के अनुसार होगा– **(1) पुरूष–** (क) **सिद्धदोष रात्रि प्रहरी–**साधारण श्रेणी के सिद्धदोषी के लिए परिशिष्ट–बी में विहित बस्त्र के साथ ''सी0एन0डब्ल्यू'' लिखी हुई टोपी (ख) **सिद्धदोष ओवरसियर–**_ साधारण श्रेणी के सिद्धदोषी के लिए परिशिष्ट – बी में विहित बस्त्र के अलावा दो पीले कुर्ते और दो पायजामें और एक निश्चित डिजाइन में, बायीं ओर ''सी0ओ0'' लिखी गयी टोपी। (ग) **सिद्धदोष वार्डर–** साधारण श्रेणी के कैदी के लिए परिशिष्ट–बी मे विहित बस्त्र के अलावा दो पीले कुर्ते और दो पायजामें और एक निश्चित डिजाइन में, बायीं ओर ''सी0डब्ल्यू'' लिखी गयी टोपी और चमड़े की बेल्ट। उन्हें दो लाल रंग की पट्टी और एक जोड़ी देशी जूता भी दिया जा सकता है। (घ) बैरक के बाहर रात्रि में ड्यूटी करने वाले सिद्धदोष ओवरसियर और सिद्धदोष वार्डर को जाड़े और वर्षात में एक जवाहर –कट–वेस्ट कोट, एक जैकेट अथवा एक रेन कोट जैसा भी मामला हो उपलब्ध

	कराया जा सकता है। (2) **महिला**–महिला बंदी अधिकारी को साधारण श्रेणी की महिला कैदी के लिए नियत बस्त्र दी जायेगी, किन्तु उनका रंग पीला होगा।
सेल के सिद्धदोष कैदियों के लिए बिछौना	551. सेल बंदियों और सिद्धदोष बंदियों को दरी के स्थान पर कम्बल दिया जायेगा। चिकित्साधिकारी वर्ष के किसी भी मौसम में किसी समय, किसी भी बंदी या बंदियों के वर्ग के लिए चिकित्सीय आधार पर विशिष्ट समय पर अतिरिक्त वस्त्र देने के लिए निदेश देने हेतु प्राधिकृत है। वह बुजर्ग और अशक्त बंदियों को अतिरिक्त गर्म कपड़ा देने के लिए जब भी वह इसे आवश्यक समझे प्राधिकृत कर सकता है,
अस्पताल के वस्त्र एव सामग्री	552. (1) चिकित्साधिकारी यह देखेगा कि अस्पताल में भर्ती रोगी परिशिष्ट–बी में विहित उपयुक्त और पर्याप्त वस्त्र प्राप्त किये हैं। (2) अस्पताल में भर्ती रोगी परिशिष्ट–बी मे विहित वस्त्र प्राप्त करेंगे। (3) अधीक्षक द्वारा नामित एक भेषजज्ञ अस्पताल के वस्त्रों के स्टोर का प्रभारी होगा और वह उन्हीं कर्तव्यों के अधीन कार्य करेगा, जो जेल के कपड़ों के स्टोर के प्रभारी अधिकारी या डिप्टी जेलर के हैं।

कुछ निश्चित बीमारियों से ग्रस्त सिद्धदोषी के लिए अलग कपड़े	553. बढ़ी हुई प्लीहा, हार्निया, बड़ा हाइड्रोसील या दूसरी शारीरिक दुर्बलता से ग्रस्त सिद्धदोषी जिनके लिए निर्धारित कपड़ा पहनना कठिन हो, वे सूती कपड़े और कोट पहन सकते हैं, जिन पर बायीं तरफ सात से0मी0 लम्बा और 1.25 से0मी0 चौड़ा लाल रंग के कपड़े की पट्टी पर **"I"** लिखा रहेगा।
अस्पताल में भर्ती बंदियों के वस्त्रों का भण्डारण	554. अस्पताल में भर्ती प्रत्येक बीमार बंदी के वस्त्र उससे ले लिए जाएंगे, धोए जाएंगे और अस्पताल के कपड़ों के भण्डार में रखे जाएंगे, और उसके बदले उन्हें चिकित्सा अधिकारी की देखरेख में अस्पताल के वस्त्रों का पूर्ण परिधान प्रदान किया जाएगा।,
कम्बलों पर धारी	555. कम्बलों के बीच में 1.25 सेमी. चौड़ी, सफेद पट्टी होगी। ऐसी पट्टियों की संख्या निम्नानुसार होगीः– पट्टियों की संख्या — निर्माण या खरीद का वर्ष पांच — 2010 एक — 2011 दो — 2012 तीन — 2013 चार — 2014 पांच — 2015 एक — 2016 इसी तरह पश्चात्वर्ती के वर्षों के लिए भी।
कपड़ों का वितरण	556(1) सूती कपड़ों का कोई सामान्य वितरण नहीं किया जाएगा। वितरण आवश्यकता पड़ने पर किया जाएगा। (2) वस्त्रों और अन्य वस्तुओं के सभी वितरण और नवीनीकरण वितरण करने वाले अधिकारी के अल्प हस्ताक्षर के अधीन कैदियों के इतिहास – टिकटों पर दर्ज किया जाएगा। कपड़ों के नए लेखों से संबंधित प्रविष्टियां ''एन'' अक्षर से तथा प्रयुक्त लेकिन सेवा योग्य कपड़ों की प्रविष्टियां ''एस'' अक्षर से शुरू की जायेंगी।
वस्त्रों, विछौनो और अन्य वस्तुओं की प्रयोग अवधि	557. वस्त्रों, विछौनों और अन्य वस्तुओं के प्रयोग अवधि का विवरण परिशिष्ट–बी में दिया गया है।

वस्तुओं की वापसी	558. सर्दी के मौसम के लिए बंदियों को वितरित किए गए नए कंबल और ऊनी कपड़ों को अप्रैल में वापस ले लिया जाना चाहिए, प्रत्येक बंदी के साथ केवल एक प्रयोग योग्य कंबल छोड़ दिया जाना चाहिए
वस्त्रों की मरम्मत, धुलाई और नवीनीकरण की जिम्मेदारी	559. जेलर और स्टोरकीपर, कैदियों द्वारा उपयोग में लाये जा रहे वस्त्रों की उपयुक्त और समय पर मरम्मत और धोने और आवश्यक होने पर उनके नवीनीकरण के लिए, जिम्मेदार होंगे।
वस्त्र भण्डार और वस्त्र सामाग्री की देखभाल	560. वस्त्र भण्डार, अधीक्षक द्वारा नियुक्त, एक उप जेलर या अन्य अधिकारी के प्रभार में होगा। यह देखना उनका कर्तव्य होगा कि कैदियों से वापस प्राप्त सभी सूती और ऊनी वस्त्रों को साबुन से अच्छी तरह से धोया गया है और कीटाणुरहित किया गया है और फिर स्टोर में बंडलों में व्यवस्थित रूप से रखा गया है और स्टोर में रखी सभी वस्तुओं की पूरी तरह से मरम्मत की गयी है तथा हवा एवं धूप दिखाई गयी है और उपयोग के लिए तैयार हैं तथा कीटाणुओं से सुरक्षित रखने के लिए सभी सावधानियां की गयी हैं जैसे–कीटाणुनाशक का उपयोग किया गया है, हवा, धूप दिखायी गयी है। स्टोर–कीपर द्वारा कपड़े धोने और मरम्मत आदि के लिए आवश्यक सुविधाएं जेलर द्वारा वहन की जाएंगी। जहां तक संभव हो, सभी केंद्रीय और जिला जेलों के स्टोर में इन वस्तुओं की वापसी के समय वस्त्रों और बिछौनों की मदों को धोने के लिए कपड़े धोने की मशीनीकृत सुविधा प्रदान की जाएगी।

बस्त्रों के बंडलों का भंडारण	561. सभी ऊनी कपड़ों को उनकी दशा के अनुसार बस्त्रों के भण्डारगृह में संग्रहित किया जाएगा और उन्हें इस प्रकार वर्गीकृत किया जाएगा– (I) नया, (II) अच्छा, (III) प्रयोग योग्य और पृथक बंडलों में रखा जाएगा और उनके वर्गीकरण के अनुसार चिह्नित किया जाएगा। बंडलों को धूल और नमी से बचाने के लिए पॉलिथीन या डेनिम पैक/बैग में रखा जाएगा। गोदाम में रखे सभी ऊनी बस्त्रों की परतों में नैफ्थेलीन की गोली, कार्बोलिक पाउडर या नीम के सूखे पत्ते रख दिए जाएंगे। ऐसे बैगों का स्टॉक लेखा भी वस्त्र रजिस्टर में रखा जाएगा। स्टॉक की जांच की सुविधा के लिए सभी वस्तुओं को 25–25 के बंडलों में संग्रहित किया जाएगा।
अनुपयोगी वस्तुओं का निरीक्षण।	562 (1) वस्त्र भण्डार के प्रभारी स्टोर–कीपर को त्रैमासिक रूप से सभी अप्रयोज्य वस्तुओं को अधीक्षक के समक्ष प्रस्तुत करना होगा। (2) अधीक्षक कपड़ों के स्टॉक–बुक में विभिन्न श्रेणी के खराब कपड़ों को अलग–अलग शीर्षक से प्रविष्टि करेगा और प्रविष्टियों पर अपने अल्पहस्ताक्षर करेगा। (3) अलग–अलग शीर्षों के तहत खराब सामाग्री की संख्या प्रति माह और सिविल बंदियों को छोड़कर दैनिक औसत जनसख्या प्रतिमाह दिखाने वाला एक चार्ट इस रजिस्टर में दर्ज किया जाएगा।
खराब बस्त्रों का भंडारण और उपयोग	563. (1) एक बार बट्टे खाते में डाली गयी सामाग्री को पुनः स्टॉक में लेने से रोकने के लिए अधीक्षक उपयुक्त सावधानी बरतेंगे। सभी खराब कंबल और ऊनी बस्त्रों को चार टुकड़ों में फाड़ दिया जाएगा और ऐसे अधिकारी के प्रभार में रखना चाहिए जो वस्त्र भण्डार से सम्बन्धित न हों। इस तथ्य को अधीक्षक की आदेश–पुस्तिका में दर्ज किया जाएगा। (2) अनुपयोगी सूती बस्त्रों को वस्त्र भण्डार में नहीं रखना चाहिए बल्कि ऐसे अधिकारी के प्रभार में रखना चाहिए जो वस्त्र भण्डार से सम्बन्धित न हों। । जहां तक संभव हो ऐसे बस्त्रों का उपयोग कपड़ों की मरम्मत के लिए किया जाएगा।
बस्त्रों का अत्यधिक खराब होना	564. महानिदेशक औसत वार्षिक जनसंख्या के आधार पर सभी वस्तुओं की औसत खराब मात्रा दिखाते हुए एक सूची तैयार करेगा, और उस अधिकृत सूची से अधिक मात्रा में वस्त्रों के खराब होने पर मामला परिक्षेत्रीय उप महानिरीक्षक के जेल के समय उसके समक्ष प्रस्तुत किया जाएगा। अत्यधिक मात्रा में कपड़ों के खराब होने के विशेष मामलों की रिपोर्ट महानिदेशक को पूर्ण कारणों सहित प्रेषित की जाएगी।
सिद्धदोषी के स्थानान्तरण पर वस्त्रों का वितरण	565. प्रत्येक जेल में स्थानान्तरण पर सिद्धदोषियों को वितरित करने के लिए सूती वस्त्र, कंबल और ऊनी कपड़ों के सेट की एक निश्चित संख्या अलग रखी जाएगी। तथापि, क्षय रोग से पीड़ित, कोढ़ी कैदियों के स्थानान्तरण पर उन्हें वस्त्र पहनाना चाहिए जो उन्होंने पहना हैं। ऐसे सभी वस्त्रों को प्राप्त करने वाले जेल

	द्वारा अपने स्टॉक में ले लिया जाना चाहिए और स्थानांतरित करने वाले जेल के स्टॉक से घटा दिया जाना चाहिए।
वस्त्र भण्डार का निरीक्षण	566. जेलर माह में एक बार वस्त्र भण्डार का निरीक्षण करेगा और देखेगा कि सभी संग्रहीत पुराने वस्त्र की ठीक से मरम्मत और धुलाई की गयी है, कि ऊनी कपड़ों को कीड़ों से पर्याप्त रूप से संरक्षित किया गया है और नए या उपयोगी वस्त्रों की पर्याप्त आपूर्ति हमेशा वितरित किये जाने के लिए विद्यमान है। वह ऐसे निरीक्षणों के परिणामों को अपनी रिपोर्ट बुक में दर्ज करेगा। कारागार का अधीक्षक वर्ष में कम से कम दो बार कपड़ों के भण्डार का निरीक्षण करेगा।
बर्तन...	567. प्रत्येक बंदीको परिशिष्ट–बी में विहित मानक के अनुसार बर्तन उपलब्ध कराए जाएंगे। स्टेनलेस स्टील के बर्तनों का जीवन काल आठ वर्ष का होगा।
जूते/चप्पल...	568. साधारण श्रेणी के कैदियों को जूते या चप्पल पहनने की अनुमति दी जा सकती है, यदि ये उनके द्वारा उनके प्रवेश के समय लाए जाते हैं या उनके दोस्तों या रिश्तेदारों द्वारा जमा किए जाते हैं या कैंटीन से खरीदे जाते हैं।

अध्याय–25

स्वच्छता और महामारी

जेल की इमारतों की क्षमता	569. कैदियों के रहने के लिए बनाए गए वार्डों, बैरकों, कोठरियों और अन्य भवनों की सामान्य क्षमता राज्य सरकार के सामान्य या विशेष अनुमोदन के अधीन रहते हुए महानिदेशक द्वारा निर्धारित की जाएगी। प्रत्येक वार्ड के दरवाजे के पास, वार्ड की बाहरी दीवार में लगी एक पट्टिका पर, कमरे का आकार और उसमें समायोजित हो सकने वाले बंदियों की संख्या अंकित की जाएगी. जहां तक संभव हो यह सुनिश्चित किया जाना चाहिए कि किसी भी वार्ड में उनकी निर्धारित क्षमता से अधिक बंदी समायोजित न हों। भीड़ अधिक होने की स्थिति में महानिदेशक उनकी अधिकतम क्षमता भी निर्धारित कर सकते हैं।
अतिभरण	570. अधीक्षक और चिकित्सा अधिकारी यह देखने के लिए कि जेल में अत्यधिक भीड़ न हो, जिम्मेदार होंगे। जेल की क्षमता से अधिक आबादी होने की स्थिति में अधीक्षक अतिरिक्त आबादी के लिए कार्यशालाओं या गलियारों में रहने की व्यवस्था करेगा और अतिरिक्त बंदियों को अन्य जेलों में स्थानांतरण की मंजूरी के लिए स्थानांतरण की सूची तुरंत महानिदेशक को अग्रसारित करेगा। यदि जेलों में सामान्य भीड़भाड़ है तो महानिदेशक द्वारा निर्गत किसी विशेष आदेश का पालन किया जाएगा।
लॉक अप रजिस्टर	571. अधीक्षक प्रतिदिन लॉक–अप रजिस्टर की संनिरीक्षा करेगा और उस पर अल्प हस्ताक्षर करेगा जिसमें बैरकों में अत्यधिक भीड़ को दर्शाने वाली संख्या को रेखांकित किया जाएगा।
जेल की क्षमता में बदलाव..	572. जब भी किसी जेल की क्षमता में कोई परिवर्तन हो, तो अधीक्षक परिवर्तन के कारणों के संक्षिप्त विवरण सहित महानिदेशक को उस तथ्य की सूचना देगा।
जेल परिसर और बाड़ों की सफाई।	573. जेल के परिसर और बाड़ों को हर समय पूरी तरह से साफ–सुथरा रखा जाएगा। सड़कों, रास्तों, घास के भूखण्डों और खुले मैदानों की साफ–सफाई और उनकी शोभा सुनिश्चित करने के लिए दैनिक रूप से और निरंतर ध्यान दिया जाना चाहिए। मुख्य दीवार के बाहर के मैदानों को सभी प्रकार के जंगली घास–फूस वाली वनस्पतियों से मुक्त रखा जाएगा।
कार्यशालाओं और कारखानों की साफ–	574. सभी कार्यशालाओं और कारखानों की दीवारों और छतों को सप्ताह में एक बार अच्छी तरह से पोंछा और साफ किया जाएगा। काम शुरू होने से पहले या काम बंद होने के तुरंत बाद फर्श को रोजाना एक बार पोंछा

सफाई	जाना चाहिए।
बैरकों और दीवारों पर झाड़ू ,पोंछा लगाना, और पुताई करना	575. बंदियों के बिछौनो को सप्ताह में कम से कम दो बार धूप में फैलाकर रखा जाएगा। सभी बैरकों, कक्षों और अस्पतालों के फर्शों पर प्रतिदिन सुबह, ताला खोलने के बाद और शाम को ताला बंद करने से पहले झाड़ू लगाया जाय और दीवारों को ब्रश से साप्ताहिक रूप से साफ किया जाना चाहिए। छतों के जाले को पखवाड़े में एक बार साफ किया जाना चाहिए। सभी बैरकों, कक्षों और अस्पतालों की अंदर की दीवारों को चार फीट की ऊंचाई तक माह में एक बार पोता जाना चाहिए और सभी बैरकों, कक्षों और अस्पतालों की दीवारों को पूर्ण रूप से उतनी बार पोता जाना चाहिए जितनी बार चिकित्सा अधिकारी आवश्यक समझे।
सामान्य सफाई	576. बरसात के मौसम के बाद जेल की मुख्य और विभाजक दीवारों को बरसात के रगड़ हटाने के लिए रगड़ कर साफ किया जाना चाहिए। सभी छतों, फर्शों, दीवारों,वं फर्नीचर आदि को साफ और व्यवस्थित रखा जाएगा। गोदामों को साफ, सुव्यवस्थित और अच्छी तरह हवादार रखा जाना चाहिए और उनकी सामग्री को जितनी बार आवश्यक हो खुली हवा में रखा जाना चाहिए।
वार्डों ,वं कोठरियों को धोना और संक्रामकता से कीटाणुरहित करना..	577. पेचिश या दस्त और संक्रामक रोगों से पीड़ित बंदियों के वार्डों या कक्षों को उतनी बार साफ और कीटाणुरहित किया जाएगा जितनी बार चिकित्सा अधिकारी द्वारा निदेशित किया जाय।

शयन वर्थ्स	578. जहां तक संभव होगा, बंदियों को सीमेंट की बनी शयन वर्थस उपलब्ध करायी जाय। प्रत्येक शयन वर्थ 2 मीटर लम्बी, 75 सेंटीमीटर चौड़ी और 30 सेंटीमीटर ऊंची होगी और एक सिरे से दूसरे सिरे तक समतल होगी लेकिन जहां तक संभव हो एक सिरे पर 25 सेंटीमीटर की सीमेंट–कंक्रीट की तकिया उपलब्ध करायी जाय। तकियों को इस तरह रखा जाना चाहिए कि एक बर्थ का तकिया उस सिरे के विपरीत सिरे पर रखा जाय जिस पर अगले बर्थ का तकिया रखा जाता है। बैरकों में वर्थ की व्यवस्था झंझरी की स्थिति और हवा के लिए प्रदान की गयी व्यवस्था पर निर्भर करेगी और उनकी संख्या उपलब्ध आवास पर निर्भर करेगी। गलियारों में कोई वर्थ उपलब्ध नहीं कराई जाएगी, जहां खिड़कियों के अभाव में हवा अवरूद्व रहती हो।
जाली को खुला रखना	579. बैरकों, वार्डों या कक्षों की जाली को इस प्रकार से निर्मित या बंद नहीं किया जाना चाहिए जिससे इमारत से गुजरने वाली हवा के मुक्त बहाव में बाधा उत्पन्न हो।
हजामत बनवाना और बालो की कटाई, छॅटाई	580. (1) प्रत्येक पुरुष सिद्धदोषी जो दो माह से अधिक अवधि के लिए कठोर कारावास की सजा पाया हो और जिसकी सजा की पुष्टि अपीलीय न्यायालय द्वारा कर दी गयी हो या यदि अपील के लिए विहित अवधि समाप्त हो गयी हो और उसके द्वारा अपील न की गई हो, तो उसके सिर के बालों को छोटा कर दिया जाएगा और बाद में भी ऐसे ही छोटा रखा जाएगा। यह प्रक्रिया नियुक्ति के माह के पूर्व माह में रोक दी जायेगी। चिकित्सीय आधार छोड़कर सिर मुंडा नहीं किया जाएगा। ऐसे सिद्धदोषियों के पास पूर्ण अधिकार होगा, सिवाय इसके कि जब चिकित्सीय आधार पर मुण्डन करना आवश्यक हो, उसे अपनी मूंछें और दाढ़ी साफ–मुंडी, कटी हुई या पूरी तरह से उगाई हुई रखा जाए। दो महीने से कम के कठोर कारावास या साधारण कारावास की सजा पाने वाले सिद्धदोष के सिर के बाल, मूंछें या दाढ़ी काटी या मुंडी नहीं की जानी चाहिए, जब तक कि वे ऐसा न चाहें या चिकित्सीय आधार पर की जानी हों। विचाराधीन बंदियों को अपने बालों को काटने या दाढ़ी बनाने या बढ़ाने की अनुमति नहीं दी जाएगी ताकि किसी भी तरह से उनका रूप बदल न जाय और पहचान मुश्किल हो जाय। हिंदुओं को चोटी या शिखा गॉठ को बनाए रखने की अनुमति दी जाएगी। सिख, जब तक वे ऐसा न चाहें, उनके बाल या दाढ़ी नहीं काटे या मुंडे किये जायेंगे। (2) अधीक्षक किसी भी बंदी को अपने बालों को काटने या मूड़ने से उसके धार्मिक विश्वासों या जातिगत पूर्वाग्रहों के आधार पर छूट दे सकता है। कोई भी बंदी जिसके लिए यह प्रक्रिया न्यायोचित रूप से निम्नकारी या

	अपमानजनक हो, उसे भी अधीक्षक स्वविवेक पर छूट दे सकता है। (3) बंदियों को अपने निजी प्रयोग के लिए स्वयं के खर्च पर कार्ट्रिज रेज़र रखने की अनुमति दी जा सकती है। ऐसे रेजर की आपूर्ति केवल बंदियों की कल्याण कैंटीन से ही की जाएगी। नया रेजर के अभ्यर्पण के बाद ही निर्गत किया जायेगा। (4) महिला बंदियों को हर महीने ऋतुस्रावचक्र के दौरान दस सेनेटरी नैपकिन उपलब्ध कराए जाएंगे
कंघी, साबुन और सरसों का तेल	581. सिर पर लंबे बाल रखने वाले साधारण श्रेणी के बंदियों को कंघी और मासिक रूप से अतिरिक्त नहाने के साबुन की एक बट्टी तथा 30 ग्राम सरसों का तेल साप्ताहिक दिया जाएगा।
पानी की आपूर्ति	582 (1) अधीक्षक और चिकित्सा अधिकारी यह देखने के लिए जिम्मेदार होंगे कि पीने, नहाने और अन्य कामों के लिए हमेशा अच्छी गुणवत्ता के पानी की पर्याप्त आपूर्ति होती रहे। यदि जेल में आपूर्ति किया गया पानी कुछ विशेष कारणों से अच्छी गुणवत्ता का नहीं माना जाता या हैजा, हेपेटाइटिस, पीलिया आदि किसी भी गंभीर संक्रामक रोग के होने पर चिकित्सा अधिकारी या अधीक्षक जेल से पानी का नमूना रासायनिक और जैविक परीक्षण के लिए भेज सकता है। (2) गर्मी के महीनों में, उपयोग में आने वाले प्रत्येक बैरक और कार्यशाला में कैदियों के उपयोग के लिए पर्याप्त संख्या में मिट्टी के घड़े या स्वच्छ पेयजल से भरा कोई अन्य उपयुक्त पानी का पात्र उपलब्ध कराया जाएगा और प्रत्येक कैदी को एक छोटा घड़ा या अपने निजी उपयोग के लिए कोई अन्य उपयुक्त पानी का पात्र उपलब्ध कराया जायेगा। (3) प्रत्येक बैरक में, वर्ष भर रात में, बंदियों के उपयोग के लिए स्वच्छ पेयजल से भरे उपयुक्त पानी के कन्टेनर पर्याप्त संख्या में उपलब्ध कराए जाएंगे।
धुलाई, स्नान और दांतों की सफाई	583. (1) अधीक्षक यह देखेगा कि बंदियों के पास स्वयं को साफ–सुथरा रखने के लिए पर्याप्त सुविधाएं हैं। (2) बंदी नियमित रूप से अपने दाँत और मुँह की सफाई करेंगे और इस उद्देश्य के लिए नीम या बबूल की टहनियों की दातून और प्रति बंदी दो ग्राम बारीक टूथ पाउडर उपलब्ध कराया जायेगा। कोई भी बंदी जो टूथ ब्रश या टूथपेस्ट का उपयोग करना चाहता है, उसे अपने खर्च पर उन्हें खरीदने की अनुमति दी जा सकती है। चिकित्सा अधिकारी बंदी के दांतों की जांच करेगा और समय–समय पर यह देखेगा कि इस नियम का सावधानीपूर्वक पालन किया जा रहा है। जब भी दंत चिकित्सक द्वारा सलाह दी जाए तब दांतों की सफाई भी करायी जानी चाहिए।
सम्बन्धियों और मित्रों द्वारा उपलब्ध करायी गयी सुविधायें	584. सभी श्रेणी के बंदी अपने मित्रों और सम्बन्धियों से उचित मात्रा में साबुन, टूथपाउडर, टूथपेस्ट और तेल शौच के उद्देश्यों के लिए प्राप्त कर सकते हैं। इन वस्तुओं की जांच यह सुनिश्चित करने के लिए की जाएगी कि उनके अंदर कोई चीज छिपाई तो नहीं गयी है।
कपड़ों की धुलाई और शरीर के तेल की आपूर्ति	585. बंदी अपने कपड़े साफ रखेंगे। सभी कैदियों को परिशिष्ट–बी में विहित डिटर्जेंट और नहाने के साबुन की मात्रा उपलब्ध कराई जाएगी। प्रत्येक कैदी को, नवंबर से फरवरी के महीनों के दौरान हर हफ्ते शरीर पर लगाने के लिए 10 ग्राम सरसों का तेल दिया जाएगा।
कंबल और ऊनी कोटों की धुलाई	586. कंबल और ऊनी कोट धोने के लिए निम्नलिखित निदेशों का पालन किया जाएगाः– कंबल और ऊनी कोटों को एक रात के लिए नहाने के चबूतरे के कुंडों में ठंडे पानी में भिगो देना चाहिए। अगली सुबह उन्हें बंदियों द्वारा खंगाला जाना चाहिए ताकि सारी गंदगी बाहर निकल सके। फिर उन्हें बाहर निकाला जाना चाहिए, फिर साफ ठंडे पानी से डूबोना चाहिए और फिर से अच्छी तरह खंगालना चाहिए। इसके

	बाद उन्हें कड़ाहो में उबलते साबुन के घोल में थोड़ी देर के लिए डाल देना चाहिए फिर ठंडे पानी में साफ कर लेना चाहिए और बाहर निकालकर धूप में सुखाना चाहिए। बैग में रखने से पहले उनकी सावधानीपूर्वक मरम्मत की जानी चाहिए।
पानी की आपूर्ति की देखभाल	587. जलापूर्ति के स्रोत पर या उसके वितरण या परिवहन के दौरान संदूषण को रोकने के लिए हर सावधानी बरती जाएगी।
कुओं और भण्डारण टैकों की सफाई	588. सभी कुओं, भंडारण टैंकों और ओवरहेड टैंकों को क्रमशः वर्ष में एक बार, महीने में एक बार और छह महीने में एक बार साफ किया जाएगा। सफाई की अंतिम तिथि का उल्लेख किया जाएगा। यदि चिकित्सा अधिकारी ऐसा आवश्यक समझे तो सफाई अधिक बार की जाएगी।
पानी की आपूर्ति के लिए उपयोग किये जाने वाले कुओं और भण्डारण टैकों का विसंक्रामण	589. (1) पानी की आपूर्ति के लिए उपयोग किए जाने वाले प्रत्येक कुएं को महीने में एक बार पोटाश के परमैंगनेट से शोधित किया जाना चाहिए, जिसकी मात्रा इतनी पर्याप्त होनी चाहिए ताकि पानी का रंग गुलाबी हो जाय जो कम से कम छह दिनों के लिए ऐसा दिखे। 5 फीट व्यास वाले साधारण कुओं के लिए जिसमें 6 फीट पानी है 60 ग्राम पोटाश के परमैंगनेट को कुएं या भंडारण टैंक में डालने से पहले एक बाल्टी पानी में घोलना चाहिए या भंडारण टैंक को घोल डालने के बाद बाल्टी से हिलाना चाहिए। कुए या भण्डारण टैंक में घोल डालने के बाद बाल्टी से हिलाना चाहिए। (2) सामान्य प्रयोजन के लिए पानी को कीटाणुरहित करने का एक अधिक समर्थ साधन ब्लीचिंग पाउडर है, जो प्रभावी होने के लिए ताजा होना चाहिए। 6 फीट पानी वाले 5 फीट व्यास के एक कुएं या भंडारण टैंक के लिए, 60 ग्राम ताजा ब्लीचिंग पाउडर पर्याप्त है, लेकिन इस देश में उपलब्ध क्लोरीन की ताकत ज्यादातर मामलों में तेजी से नष्ट होती हैं और इसी लिए 5 फीट व्यास से अधिक के कुओं या भण्डारण टैंकों लिए 120 ग्राम क्षमता की आवश्यकता होगी। (3) चिकित्सा अधिकारी अपनी रिपोर्ट बुक में पोटाश के परमैंगनेट या ब्लीचिंग पाउडर से कुओं और भंडारण टैंकों के शोधन की तारीखें दर्ज करेगा।
शौचालय तथा नालियां	590. सभी शौचालयों और नालियों को पूरी तरह साफ रखा जाएगा। जहाँ तक संभव हो जेल में सभी जल निकासी भूमिगत होनी चाहिए जो सीधे सार्वजनिक जल निकासी प्रणाली या सीवेज ट्रीटमेंट प्लांट से जुड़ी होनी चाहिए। नालियों में दोहरी जाली लगायी जायेगी।
सीवेज	591. (1) जेल के शौचालयों को सीवेज लाइन से जोड़ा जा सकता है या कारागार परिसर में स्थित सीवेज ट्रीटमेंट प्लांट सिस्टम या सोख्ता गड्ढा प्रणाली से जोड़ा जा सकता है। (2) जेलर सीवेज लाइन, सीवेज ट्रीटमेंट प्लांट और सोख्ता गड्ढा को नियमित रूप से ठीक से बनाए रखेगा और नियमित अंतराल पर सफाई करायेगा।
सेल, बैरकों, कारखानों और कार्यशालाओं में स्वच्छता की व्यवस्था	592. (1) प्रत्येक सेल और प्रत्येक बैरक में रात्रिकालीन स्वच्छता की व्यवस्था की जाएगी। (2) प्रत्येक बैरक में कम से कम रात का एक शौचालय होना चाहिए, जिसमें चल स्क्रीन के माध्यम से या अपेक्षाकृत कम चिनाई वाली दीवारों के माध्यम से गोपनीयता के लिए पर्याप्त व्यवस्था की जाएगी। (3) जेल में स्थित प्रत्येक कारखाने और कार्यशाला में बंदियों और वार्डरों दोनों की सुविधा के लिए समान स्वच्छता व्यवस्था की जाएगी।
आगंतुकों के लिए वाह्य शौचालय	593. आगंतुकों के उपयोग के लिए प्रतीक्षालय के निकट जेल के बाहर शौचालय की व्यवस्था की जाएगी।
वाह्य समूह बंदियों के	594. (1) जेल के बाहर कार्य करने वाले कैदी समूह के लिए जेल की दीवार के बाहर सुरक्षित स्थान पर एक

लिए शौचालय	या एक से अधिक शौचालय भी बनाये जाएंगे। किसी भी परिस्थिति में बंदियों को जमीन खोदने की अनुमति नहीं दी जाएगी। (2) जेलों में बंद सफाई कर्मियों को, दिन के काम के बाद हाथ और पैर धोने के लिए प्रति व्यक्ति प्रति सप्ताह 65 ग्राम साबुन मिलेगा ।
जेल के समीप अस्वच्छ स्थितियों की रिपोर्ट	595. जेल परिसर के आसपास सार्वजनिक शौचालयों, सीवेज नालियों के निर्माण या किसी अस्वच्छता की स्थिति से, जिससे बंदियों के स्वास्थ्य पर प्रभाव पड़ने की संभावना है, स्थानीय नगरपालिका के प्राधिकारियों और जिला मजिस्ट्रेट को सूचित किया जाएगा।
कूड़े–कचरे का निस्तारण	596. ईंधन के रूप में उपयोग के लिए अनुपयुक्त सभी कूड़े–कचरे को जला दिया जाएगा या खाद–गड्ढों, जो मैले के निपटान के लिए उपयोग नहीं किये जाते, में फेंक दिया जाएगा और मक्खियों के प्रजनन को रोकने के लिए हर रोज अच्छी तरह से ढक दिये जायेंगे। किसी भी कूड़े–कचरे को जमीन पर फेंकने की अनुमति नहीं दी जाएगी और न ही किसी भी प्रकार का कूड़ा–कचरा जेल में या उसके आस–पास जमा होने दिया जाएगा।
जैव चिकित्सीय कचरे का निस्तारण	597. जैव चिकित्सीय कचरे का निस्तारण राज्य सरकार द्वारा जारी दिशा–निर्देशों के अनुसार किया जायेगा।
संक्रमण की दशा में उठाये जाने वाले कदम	598. संक्रमण/महामारी/वैश्विक महामारी जो महामारी रोग अधिनियम, 1897 के तहत एक बीमारी के रूप में अधिसूचित है या उत्तर प्रदेश लोक स्वास्थ्य और महामारी रोग नियंत्रण अधिनियम, 2020 के अधीन महामारी रोग के रूप में घोषित किया गया है। जेल में हैजा, प्लेग, सेरेब्रो–स्पाइनल ज्वर, टाइफस ज्वर, आवर्तक ज्वर, चेचक, कोविड –19 या कोई अन्य गंभीर संक्रामक रोग होने पर अधीक्षक तत्काल एक रिपोर्ट परिक्षेत्रीय उप महानिरीक्षक कारागार, जिला मजिस्ट्रेट और मुख्य चिकित्सा अधिकारी को प्रेषित करेगा और रोगी के अलगाव, सभी संपर्कों के अलगाव, वस्त्रों और भवनों की कीटाणुशोधन और अन्य अन्तःवासियों के टीकाकरण या टीकाकरण सहित सभी आवश्यक स्वच्छता सावधानी बरतेगा।
संक्रामक मामले का अलगाव	599. संक्रामक रोग से पीड़ित बंदी को पृथक वार्ड में रखा जाएगा। संक्रामक रोगों के मामलों के सभी संपर्कों के अलगाव की भी व्यवस्था की जाएगी।
महामारी के प्रकोप के मामले में रिपोर्ट	600. (1) यदि नियम 599 में उल्लिखित संक्रामक रोग के दो से अधिक मामले आते हैं, तो संक्रमण और मृत्यु की एक दैनिक रिपोर्ट महानिदेशक को प्रस्तुत की जाएगी। अधीक्षक द्वारा भी महामारी के प्रकोप की रिपोर्ट निदेशक, चिकित्सा एवं स्वास्थ्य सेवायें उत्तर प्रदेश , जिला मजिस्ट्रेट, मुख्य चिकित्सा अधिकारी, निकटतम सैन्य प्राधिकारी और सभी पड़ोसी जेलों को प्रेषित की जायेगी । जब तक महामारी का प्रकोप कम नहीं हो जाता, तब तक संक्रमित जेल से बंदियों का स्थानान्तरण हेतु इधर–उधर करने की अनुमति नहीं दी जाएगी। (2) मुख्य चिकित्सा अधिकारी या नगरपालिका स्वास्थ्य अधिकारी, जैसा भी मामला हो, को भी महामारी के प्रकोप के बारे में सूचित किया जाएगा और कीटाणुशोधन आदि के मामले में उनका सहयोग प्राप्त किया जाएगा। अधीक्षक किसी भी विशेष निदेश का पालन करेगा जो एक सक्षम चिकित्सा प्राधिकारी द्वारा जेलों में महामारी के रोगों की रोकथाम के संबंध में जारी किया गया हो। (3) महामारी के प्रकोप के बावजूद नगर स्वास्थ्य अधिकारी माह में एक बार सभी जेलों का दौरा करेंगे और स्वच्छता और सफाई के लिए सुझाव देंगे।

बैरकों और कपड़ो का विसंक्रामण	601. जिस बैरक में एक संक्रामक रोग से पीड़ित बंदी रहता है, उसे तुरंत खाली कर दिया जाएगा और पूरी तरह से विसंक्रमित कर दिया जाएगा। बैरक के अन्य सभी अंतःवासियों को दूसरे बैरक, यदि वह उपलब्ध है और दूषित नहीं है, में अलग किया जाएगा। उनके वस्त्रों और बिछौनों को अच्छी तरह से धोया और विसंक्रमित किया जाएगा। यदि बस्त्रों को नहीं किया जा सकता है, तो इसे चिकित्सा अधिकारी द्वारा प्रमाणित होने पर जला दिया जाएगा। यदि कोई बैरक उपलब्ध नहीं है तो बाहरी और भीतरी दीवारों के बीच तंबू लगाया जाएगा। यदि जेल के अंदर कोई उपयुक्त मैदान उपलब्ध नहीं है तो महानिदेशक की पूर्व स्वीकृति से जेल परिसर के बाहर टेंट लगाये जायेंगे।
हैजे और उसके प्रसार को रोकने के लिए निदेश	602 (1) जब हैजे का मामला हो, तो रोगी, जो जेल परिसर में अलगाव में रखा गया है, की देखभाल के लिए, एक सफाईकर्मी को ड्यूटी पर रखा जाएगा और यदि संभव हो तो, जेल के बाहरी और भीतरी बाड़े की दीवारों के बीच रखा जायेगा। सफाईकर्मी को 50 में 1 की ताकत के सिलिन घोल और कुछ कोलतार युक्त मिट्टी के बने गमलों की आपूर्ति की जाएगी। सफाईकर्मी रोगी के मल और उल्टी को हटा देगा और विसंक्रामण करेगा और फर्श एवं शौचालय को भी विसंक्रामण करेगा जिसका उसने उपयोग किया हो। रोगी द्वारा पहने गए सभी कपड़े जला दिए जाएंगे। रोगी के शीघ्र उपचार के लिए सभी कदम उठाये जायेंगे। (2) यदि चिकित्सीय निदान द्वारा हैजे के दो मामले पाये जाते हैं, तो रोग को महामारी माना जाएगा, और निम्नलिखित उपाय अपनाए जाएंगे (क) रोगी को कठोर अलगाव में रखा जायेगा। (ख) जिन बैरकों में घातक मामले सामने आए हैं, उन्हें खाली कर दिया जाएगा और पूरी तरह से विसंक्रामण कर दिया जाएगा। (ग) इन बैरकों में रहने वाले बंदियों को उपयुक्त खाली बैरकों में , यदि उपलब्ध हो , या बाहरी और भीतरी दीवारों के बीच बने तंबू में पृथक किया जाएगा। (घ) अन्य बंदियों का निवारक टीका लगाया जाएगा। (ङ) पूरे जेल में सभी शौचालयों को सावधानीपूर्वक कीटाणुरहित किया जाएगा और सभी मिट्टी के बर्तन जो प्रयोग किये गये हो, तोड़ दिये जायेंगे और जमीन के अन्दर दबा दिये जायेंगे। (च) सभी नालियों ईमानदारी से साफ रखा जाएगा और चूने का छिड़काव किया जाएगा। (छ) रसोई घर को मक्खियों से पूरी तरह मुक्त रखा जाएगा। (ज) सभी भोजन गर्म होने पर परोसे जाएंगे। (झ) सभी कुओं और पानी के भंडारण टैंकों को स्थायी पोटाश से शोधित किया जाएगा और यदि बीमारी के और मामले सामने आते हैं, तो पीने के सभी पानी को उबालक और ठंडा करके प्रयोग किया जाएगा।
गंभीर बीमारियों की सरकार को रिपोर्ट	603. प्लेग या किसी अन्य गंभीर महामारी की घटना के मामले की सूचना तुरंत मुख्य चिकित्सा अधिकारी, जिला मजिस्ट्रेट, पुलिस अधीक्षक, महानिदेशक और राज्य सरकार को दी जाएगी। संक्रामक रोगों के प्रसार के खिलाफ सामान्य सावधानियां प्लेग या ऐसी किसी अन्य बीमारी के मामले में भी प्रभावी होती हैं जिसमें निवारक टीकाकरण एक विशेष रूप से प्रभावी उपाय है।
जब जेल के बाहर आश्रय उपलब्ध कराना आवश्यक हो तब प्रक्रिया	604. जब कभी दीवारों के बिना, किसी जेल की बाहर, बंदियों के लिए अस्थायी आश्रय और सुरक्षित अभिरक्षा की व्यवस्था करना आवश्यक हो, तो अधीक्षक परिस्थितियों की रिपोर्ट महानिदेशक को देगा, जो अधिनियम की धारा 7 के अधीन प्रावधानों के विषय में राज्य सरकार से निदेश मांग सकता है।
आवास की अधिकता की दशा में बंदियों की	605. (1) जेल में बंद सभी बंदियों के लिए आवास की अधिक उपलब्धता की दशा में बंदियों को मुख्य प्राचीर के

अभिरक्षा के सम्बन्ध में उपबन्ध	अन्दर या बाहर झोपड़ियों या तम्बू में अस्थायी रूप से आश्रय दिया जायेगा। (2) जेल की दीवारों के बाहर बंद बंदियों की सुरक्षित अभिरक्षा पुलिस को सौंपी जाएगी। (3) अधीक्षक, ऐसे अस्थायी व्यवस्था, जैसा आवश्यक हो, की स्थापना की मंजूरी के लिए महानिदेशक को आवेदन करेगा। (4) आपात स्थिति में और जब तक तंबुओं या झोंपड़ियों का निर्माण किया जाय तब तक कार्यशालाओं का उपयोग आवश्यक आश्रय स्थल के रूप में किया जा सकता है, परन्तु यह कि भागने की सुविधा या खतरनाक हथियारों के रूप में उपयोग की जाने वाली सभी वस्तुओं को वहॉ से पहले हटा दिया जाय।

अध्याय–26

दुर्घटनायें, मृत्यु व मृतकों का अन्तिम संस्कार

दुर्घटना या आत्महत्या से मृत्यु के विरूद्ध सावधानियॉ	606. अधीक्षक, जेलर एवं अन्य सभी कारागार अधिकारी अपनी जेलों में दुर्घटना या आत्महत्या से होने वाली मृत्यु के विरूद्ध सभी प्रकार की सावधानियॉ बरतेंगे और निम्नलिखित निदेशों का सावधानीपूर्वक पालन किया जाएगाः– . (क) जब बंदियों को मिट्टी की धुलाई या किसी अन्य उद्देश्य के लिए कंकड या मिट्टी खोदने में नियोजित किया जाता है, तो जेलर मिट्टी के किनारों को कम करने से बचाने के लिए कदम उठाएगा और यह देखेगा कि काम इस तरह से किया जाय कि मिट्टी गिरने से दुर्घटना घटित होने की संभावना न हो। (ख) जब भी बंदियों को ऐसे खतरनाक स्थानों पर नियोजित किया जाता है जहां दुर्घटना घटित होने की संभावना होती है (जैसे किसी भवन की छत पर या सीढ़ी या दीवार के शीर्ष पर) तो या तो उनकी कमर के चारों ओर एक रस्सी बांध दी जाएगी जो किसी सुरक्षित स्थान से बंधी होगी या कुछ अन्य उपयुक्त उपाय, जैसे कि नीचे एक मचान का निर्माण किया जाएगा जिससे की बन्दियों की सुरक्षा सुनिश्चित हो सके। (ग) दुर्घटनाओं के साथ–साथ आत्महत्या से बचने के लिए एहतियात के तौर पर जेल के अंदर पानी के भंडारण टैंक और कुओं में एक जालीदार दरवाजे के साथ एक ताला लगाया जाएगा। पानी के भंडारण टैंक या कुएं के पास काम कर रहे बंदियों के एक समूह का प्रभारी वार्डर, जगह छोड़ने से पहले जाली के दरवाजे और ताले की जांच करेगा। (घ) आत्महत्या की प्रवृत्ति के संदेह वाले कैदियों की सावधानीपूर्वक निगरानी की जाएगी और उन्हें किसी वार्डर या सिद्धदोष अधिकारी की निरंतर निगरानी में रखा जाएगा। चिकित्सा अधिकारी ऐसे विशिष्ट बंदी पर विशेष ध्यान देगा। (ङ) किसी बंदी को सेल या पार्थक्य वार्ड या उच्च सुरक्षा बैरक में रखने से पहले बंदी के साथ–साथ सेल या आइसोलेशन वार्ड या उस बैरक की सावधानीपूर्वक तलाशी ली जाएगी और आत्महत्या की सुविधा उपलब्ध कराने वाले सभी औजारों और उपकरणों को हटा दिया जाएगा। (च) शौचालय का गेट आधी ऊंचाई का होगा। कोई हुक या कोण ऐसी स्थिति में नहीं छोड़ा जाना चाहिए जो किसी भी रस्सी या डोरी को बॉधने के योग्य बना सके।
आग और भूकंप से बचाव	607 (1) आग से बचाव के लिए निम्नलिखित उपाय विहित हैंः– (क) दिन या रात के दौरान जेल भवन के किसी भी हिस्से में निर्मित अग्नि–स्थलों (जैसे रसोई, लोहार की दुकान, बेकरी या अलाव आदि) को छोड़कर किसी भी तरह की आग की अनुमति नहीं दी जाएगी। (ख) जेल भवन के किसी भी हिस्से में बिना सुरक्षा के कोई आग नहीं जलायी जाएगी (ग) किसी भी भवन के पास घास, पुआल या अन्य ज्वलनशील सामग्री का कोई ढेर या संग्रह जमा नहीं होने दिया जाएगा। मिट्टी के तेल और अन्य ज्वलनशील वस्तुओं को अन्य वस्तुओं से दूर सुरक्षित स्थान पर संग्रहित किया जाएगा। (घ) आग बुझाने के सभी उपकरण हर समय तत्काल उपयोग के लिए उपलब्ध और प्रयोग योग्य स्थिति में रखे जाने चाहिए। (ङ) कारागार के सभी भागों में अग्नि शमन उपकरण होंगे, और विशेष रूप से सभी संवेदनशील स्थानों पर जो अग्निशमन अधिकारी के परामर्श से चिन्हित किये गये हैं। उपयुक्त स्थानों पर अग्नि बुझाने वाले नल लगाये जा सकते हैं। (च) जेल में विद्युत प्रतिष्ठानों का वार्षिक निरीक्षण विद्युत सुरक्षा विभाग के अधिकारी द्वारा किया जाएगा । (छ) यदि रसोई में तरल पेट्रोलियम गैस (एलपीजी) का उपयोग किया जाता है, तो यह सुनिश्चित किया जाय कि

	गैस सिलेंडरों को एलपीजी सिलेंडरों के भंडारण हेतु निर्धारित सुरक्षा मानदंडों के अनुरूप एक सुरक्षित कमरे में रखा जाय और किसी भी रक्षक रहित बंदी की ऐसी जगह और स्टोर तक पहुंच न हो। ऐसे एलपीजी स्टोर की चाबियां, जब रसोई घर का उपयोग किया जा रहा हो, रसोई घर के प्रभारी वार्डर द्वारा ही रखी जाएंगी। (ज) पानी से भरी आधा दर्जन बाल्टियाँ हर समय प्रत्येक गोदाम, कारखाने, मुख्य द्वार, सर्कल गेट के पास और अन्य प्रमुख स्थानों पर रखी रहनी चाहिए। शब्द "FIRE" इन बाल्टियों पर अंकित होगा । (झ) बाल्टियों या टिन में भरी सूखी मिट्टी या रेत हर समय प्रत्येक गोदाम, कारखाने, मुख्य द्वार, सर्कल गेट के पास और अन्य प्रमुख स्थानों पर रखी रहनी चाहिए। (ञ) प्रत्येक जेल में, अग्नि के विल्लव को सूचित करने के लिए एक फायर अलार्म लगा होगा। वर्ष में एक बार फायर अलार्म परेड आयोजित की जाएगी और इस तथ्य को अधीक्षक की आदेश पुस्तिका में दर्ज किया जायेगा। इस परेड के लिए कम से कम 5 मिनट की अवधि के लिए मुख्य द्वार की घंटी एक समय पर दो बार बजाई जाएगी। ऐसी परेड अग्निशमन विभाग के अधिकारियों की उपस्थिति में आयोजित की जा सकती है। (ट) अधीक्षक द्वारा अपने जेल के अनुकूल, जेल एलार्म बजने की स्थिति में जेल अधिष्ठान के सदस्यों और सिद्धदोष अधिकारियों के महत्वपूर्ण और सापेक्षिक कर्तव्यों को प्रदर्शित करते हुए एक निर्देशिका बनायी जायेगी। (ठ) जेल में अपने भ्रमण के दौरान अधीक्षक स्वयं इस बात से संतुष्ट होंगे कि इन निदेशों का सावधानीपूर्वक पालन किया गया है। (2) **अग्नि–** अग्नि लगने से निपटने के लिए अधीक्षक द्वारा एक मानक संचालन प्रक्रिया (एसओपी) तैयार की जाएगी। इस तरह के एसओपी सभी जेल अधिकारियों को वितरित किए जाएंगे और मुख्य द्वार व अधीक्षक द्वारा निर्धारित अन्य स्थानों पर प्रदर्शित किया जायेगा। (3) **भूकंप–** भूकंप की घटना से निपटने के लिए आपदा प्रबंधन प्राधिकरण की मदद से अधीक्षक द्वारा एक मानक संचालन प्रक्रिया (एसओपी) तैयार की जायेगी। इस तरह की एसओपी सभी जेल अधिकारियों को वितरित की जाएगी और मुख्य द्वार और अधीक्षक द्वारा तय किए गए अन्य स्थानों पर प्रदर्शित की जाएगी।
बंदी की मृत्यु की सूचना	608. किसी बंदी की मृत्यु पर अधीक्षक, मृतक के निकटतम संबंधी या मित्र को संदेशवाहक के माध्यम से या संबंधित पुलिस स्टेशन के माध्यम से या किसी अन्य त्वरित माध्यम से सूचना देगा और राज्य सरकार, महानिदेशक, परिक्षेत्र के उप महानिरीक्षक, राष्ट्रीय मानवाधिकार आयोग एवं राज्य मानवाधिकार आयोग जिस जिले में जेल स्थित है, उस जिले के जिला मजिस्ट्रेट और जिस जिले से मृतक संबंधित था उस जिले के जिला मजिस्ट्रेट और संबंधित न्यायालय को रेडियोग्राम या फैक्स भेजेगा। बंदी का, विधिवत पृष्ठांकित वारंट, संबंधित न्यायालय को वापस कर दिया जाएगा। मृत्यु की सूचना नगर पालिका के स्वास्थ्य अधिकारी को भी भेजी जायेगी यदि जेल नगर पालिका की सीमा के भीतर स्थित है या थाना प्रभारी को यदि जेल ग्रामीण क्षेत्र में स्थित है। सूचना जन्म और मृत्यु रजिस्ट्रार को भी भेजी जायेगी।
कारागार में मृत्यु का पंजीकरण एवं अभिलेख	609. जेलर, जेल में मौत की सूचना लिखित रूप में, जन्म और मृत्यु पंजीकरण अधिनियम, 1969 (1969 का अधिनियम संख्या अठारह) के तहत इस उद्देश्य के लिए नियुक्त संबंधित रजिस्ट्रार को भेजेगा। मृत्यु के प्रत्येक मामले में चिकित्सा अधिकारी मृत्यु के कारण का पूरी विशिष्टयां रजिस्टर संख्या 15 में दर्ज करेगा।
पोस्टमॉर्टम	610. जेल के अन्तःवासी की मृत्यु के प्रत्येक मामले में, पोस्टमॉर्टम एक मेडिकल बोर्ड द्वारा किया जाएगा जिसमें कम से कम दो डॉक्टर होंगे और पोस्टमॉर्टम के संबंध में राष्ट्रीय मानवाधिकार आयोग के मार्गदर्शन का भी पालन किया जाएगा।

अचानक या हिंसात्मक मृत्यु या आत्महत्या	611. अचानक या हिंसात्मक मृत्यु या आत्महत्या से हुई मृत्यु की किसी भी घटना की तत्काल सूचना उपस्थित वरिष्ठ अधिकारी द्वारा अधीक्षक और चिकित्सा अधिकारी को दी जायेगी। यदि यह निश्चित नहीं है कि जीवन समाप्त हो गया है, राहत देने के लिए और प्राणवायु को बहाल करने के लिए तत्काल उपाय किए जाएंगे और इस उद्देश्य के लिए, यदि आवश्यक हो, तो शरीर को अधिक सुविधाजनक स्थान पर अपसारित किया जा सकता है।
मजिस्ट्रेट, पुलिस और न्यायिक मजिस्ट्रेट को रिपोर्ट	612. कारागार में कैदी की मृत्यु के प्रत्येक मामले में अधीक्षक इस तथ्य की तत्काल रिपोर्ट करेंगे– (क) जिला मजिस्ट्रेट को जो दंड प्रक्रिया संहिता, 1973 की धारा 174 (4) के तहत जांच करने के लिए सशक्त मजिस्ट्रेट की नियुक्ति करेगा; (ख) निकटतम पुलिस स्टेशन के प्रभारी अधिकारी को, (ग) दंड प्रक्रिया संहिता, 1973 की धारा 176 के तहत जांच करने के लिए अधिकृत, मुख्य न्यायिक मजिस्ट्रेट या मुख्य मेट्रोपॉलिटन मजिस्ट्रेट को, जैसा भी मामला हो, जिनके स्थानीय अधिकार क्षेत्र में मृत्यु हुई है। नोट– न्यायिक मजिस्ट्रेट या मेट्रोपॉलिटन मजिस्ट्रेट द्वारा हिरासत में होने वाली मौतों के केवल उन मामलों में जांच अनिवार्य है जहां किसी अपराध के कारित होने या बेईमानी या अच्छी तरह से स्थापित आरोप का उचित संदेह है।
पूछताछ और पोस्टमॉर्टम के बाद विस्तृत रिपोर्ट	613. पूछताछ और पोस्टमॉर्टम खत्म होने के बाद मामले से जुड़ी सभी परिस्थितियों की विस्तृत रिपोर्ट अधीक्षक द्वारा बिना देर किए, महानिदेशक कारागार, राष्ट्रीय मानवाधिकार आयोग, राज्य मानवाधिकार आयोग, जिला मजिस्ट्रेट और परिक्षेत्रीय उप महानिरीक्षक को प्रेषित की जायेगी। जिला मजिस्ट्रेट के आदेश के अतिरिक्त पुलिस द्वारा जेल के अंदर कोई जांच नहीं की जाएगी।
अप्राकृतिक मृत्यु के मामले में अंतरिम राहत	614. बंदी की अप्राकृतिक मृत्यु के मामले में सरकार मृतक के वारिस को अंतरिम राहत दे सकती है।
शव का निस्तारण	615. जेल में मरने वाले या फांसी दिए जाने वाले किसी भी बंदी का शव उसके मित्रों या रिश्तेदारों को सौंप दिया जाएगा, यदि उनके द्वारा दावा किया जाता है, जब तक कि इसके विपरीत कोई विशेष कारण न हो, उदाहरण के लिए, जहां बंदी की मृत्यु किसी संक्रामक रोग से हुई हो या ऐसे बंदी के मामले में जिसे फाँसी दे दी गई हो और वहाँ यह मानने के आधार हैं कि बंदी के अंतिम संस्कार को सार्वजनिक प्रदर्शन का अवसर बनाया जाएगा; ऐसे मामले में जिलाधिकारी को उचित सूचना दी जायेगी।
दफनाने या दाह संस्कार का काम स्वीकृत सोसाइटी को सौंपा जाना	616. (1) अधीक्षक, जिला मजिस्ट्रेट द्वारा अनुमोदित धर्मार्थ या धार्मिक सोसायटी की एक सूची रखेगा जो जेल में मरने वाले बंदियों के लावारिस शवों को दफनाने या दाह संस्कार के लिए लेने के लिए तैयार हैं। (2) किसी भी जाति या पंथ के अंतःवासी के शव, जिन पर उनके रिश्तेदारों या मित्रों द्वारा दावा नहीं किया जाता है, अनुमोदित सूची में से मृतक के समान धर्म की एक सोसायटी को सौंपा जा सकता है। अंत्येष्टि की व्यवस्था सरकारी खर्च पर और जरूरत पड़ने पर उचित बजट मद में खर्च किया जाएगा।
लावारिश शवों का दाह संस्कार और दफनाना तथा गरीब सम्बन्धियों की सहायता	617. जेलर उन कैदियों, जिनके शव को लेने का दावा न तो रिश्तेदारों या मित्रों द्वारा किया गया और न ही अनुमोदित सोसायदी द्वारा लिया गया है, के शवों के दाह संस्कार या दफनाने, जैसा भी मामला हो, की उचित रीति–रिवाज के साथ व्यवस्था करेगा। जहां तक संभव हो, यह कार्य समान विश्वास रखने वाले वार्डरों द्वारा किया जायेगा।

लाशों को शालीनता से ढकना	618. जेलर यह देखेगा कि शमशान या दफनाने के लिए जेल से बाहर भेजी गई प्रत्येक लाश को शालीनता से ढक दिया गया है।
विचाराधीन कैदी की मृत्यु	619. एक विचाराधीन बंदी की मृत्यु पर अधीक्षक द्वारा की जाने वाली विशेष कार्यवाही हेतु नियम 429 का संदर्भ दिया जा सकता है।
अपने पीछे बच्चे को छोड़ने वाली महिला बंदी की मृत्यु के मामले में रिपोर्ट	620. जहां एक महिला बंदी की जेल में मृत्यु हो जाती है और अपने पीछे एक बच्चा छोड़ जाती है, सूचना तत्काल जिले के जिला मजिस्ट्रेट को प्रेषित की जाएगी जो बच्चे की आगे की देखभाल के लिए जैसा उचित समझे व्यवस्था करेगा।
विदेशी बंदी की मृत्यु	621. विदेशी राष्ट्रीयता के बंदी की मृत्यु होने पर राज्य सरकार के माध्यम से उसके दूतावास और उसके निकट संबंधी को सूचना प्रेषित कीजाएगी। शव का निस्तारण राज्य सरकार के आदेशानुसार किया जायेगा

अध्याय–27

विजिटर

पदेन विजिटर	622. महानिदेशक चिकित्सा और स्वास्थ्य सेवाएं, निदेशक माध्यमिक शिक्षा परिषद, निदेशक बेसिक शिक्षा परिषद, निदेशक राज्य उद्योग राज्य की सभी जेलों के पदेन विजिटर हैं। संभागों के आयुक्त, सत्र न्यायाधीश और जिला मजिस्ट्रेट अपने–अपने अधिकार क्षेत्र में स्थित जेलों के पदेन विजिटर हैं।
भ्रमण	623. सत्र न्यायाधीश और पुलिस अधीक्षक के साथ जिला मजिस्ट्रेट प्रति तिमाही कम से कम एक बार अपने सम्बद्ध अधिकारिता वाले जेलों का भ्रमण करेंगे।
अशासकीय विजिटर	624. पदेन अशासकीय विजिटर के अलावा अशासकीय विजिटर की नियुक्ति जिला मजिस्ट्रेट की अनुशंसा सिफारिश पर राज्य सरकार द्वारा की जायेगी। नोट–राज्य सरकार जिला मजिस्ट्रेट द्वारा सिफारिश किए गये व्यक्तियों के स्थान पर या उनके अलावा जेलों में अशासकीय विजिटर के रूप में अन्य व्यक्तियों की नियुक्ति कर सकती है। (क) राज्य द्वारा नियुक्त सभी अशासकीय विजिटर के नाम गजट में अधिसूचित किया जाएगा और महानिदेशक (कारागार) और संबंधित जेल अधीक्षक को संसूचित किया जाएगा।
अशासकीय विजिटर की नियुक्ति हेतु अर्हत एवं अनर्हता	625 (1) सभी वयस्क व्यक्ति, जो अपने हाथों से लिख सकते हैं, एक अशासकीय विजिटर के रूप में की नियुक्ति के लिए अर्ह होंगे, यदि वह नहीं हैं– (क) घोषित दिवालिया या विकृत मस्तिष्क के या (ख) ऐसी गतिविधियों में सम्मिलत, जो राष्ट्रीय सुरक्षा को खतरे में डालता है, या (ग) जिसके विरूद्ध न्यायालय में आपराधिक कार्यवाही लंबित है या एक सक्षम न्यायालय द्वारा दोषी ठहराया गया हो या जिसकी आपराधिक पृष्ठभूमि है या, (घ) एक व्यक्ति जो ऐसी वस्तुओं के व्यापार में सम्मिलित है या रहा है, जिसमें जेल की सजा हो सकती है, (2) एक व्यक्ति को अशासकीय विजिटर के रूप में नियुक्ति हेतु अधिमान दिया जाएगा यदि वह है, – (क) एक व्यक्ति जो जेल सुधार, कानूनी अधिकार, परामर्श, सामाजिक कार्य, अपराध विज्ञान, वयस्क शिक्षा, व्यावसायिक प्रशिक्षण, बच्चों की देखभाल, संगीत और योग जैसे क्षेत्रों में ज्ञान या विशेषज्ञता रखता हो, या (ख) एक उद्यमी या (ग) एक प्रख्यात शिक्षाविद, या, (घ) भूतपूर्व सरकारी अधिकारी जो कम से कम ग्रेड–ए के पद से सेवानिवृत्त हो; या, (ङ) चिकित्सा व्यवसायी, जो संबंधित चिकित्सा परिषद में रजिस्ट्रकृत हो; या, (च) कला, विज्ञान और साहित्य में लब्ध प्रतिष्ठ व्यक्ति; या, (छ) एक खिलाड़ी जो राज्य स्तर से नीचे का खिलाड़ी न हो; या (ज) एक रजिस्ट्रीकृत गैर–सरकारी संगठन का सदस्य।
अशासकीय विजिटर की संख्या	626. केन्द्रीय कारागारों के लिए अशासकीय विजिटर की संख्या 08 से अधिक, जिला जेलों के लिए 06 से अधिक और उप जेलों के लिए 04 से अधिक नहीं होगी।

पदेन अशासकीय विजिटर	627– (1) उत्तर प्रदेश से निर्वाचित लोकसभा के सभी सदस्य अपनी ऐसी सदस्यता अवधि में अपने निर्वाचन क्षेत्रों के भीतर स्थित जिला कारागारों और केंद्रीय कारागारों के पदेन अशासकीय विजिटर होंगे। यद्यपि उन्हें जेल भ्रमण हेतु कोई यात्रा या दैनिक भत्ता देय नहीं होगा, (2) उत्तर प्रदेश से राज्य सभा के सभी सदस्य अपनी ऐसी सदस्यता की अवधि के दौरान उस जिले, जिसमें वे निवास करते हैं, के मुख्यालय में स्थित जिला जेल/केंद्रीय कारागारों के पदेन अशासकीय विजिटर होंगे यद्यपि , उन्हें जेल भ्रमण में जाने के लिए कोई यात्रा या दैनिक भत्ता देय नहीं होगा, (3) राज्य विधानमंडल के सभी सदस्य, अपनी ऐसी सदस्यता की अवधि के दौरान, मुख्यालय या जिले, जिसमें वे निवास रहते हैं, में स्थित जिला जेल और केन्द्रीय कारागारों के पदेन अशासकीय विजिटर होंगे, (4) जेलों पर गठित राज्य विधानमंडल की स्थायी समिति के सभी सदस्य, ऐसी सदस्यता के अपने कार्यकाल के दौरान, राज्य की सभी जेलों के पदेन अशासकीय विजिटर होंगे (5) यद्यपि उन्हें जेलों के भ्रमण हेतु उन्हें कोई यात्रा या दैनिक भत्ता देय नहीं होगा। (6) बंदियों के सुधार और पुनर्वास के लिए राज्य सरकार द्वारा मान्यता प्राप्त संगठन की केंद्रीय समिति के अध्यक्ष और सचिव राज्य की सभी जेलों के पदेन अशासकीय विजिटर होंगे। (7) नगर निगमों के महापौर और नगर पालिकाओं और जिला पंचायत के अध्यक्ष, अपने कार्यकाल के दौरान, अपने–अपने जिलों में स्थित जेलों के पदेन अशासकीय विजिटर होंगे। (8) अधीक्षक, इस नियम के अधीन अपने जेल के सभी पदेन अशासकीय विजिटर के नाम और ऐसे नामों में किसी भी परिवर्तन के विषय में समय–समय पर महानिदेशक (कारागार) को संसूचित करेंगे।
पदेन अशासकीय विजिटरों का रोस्टर	628. यदि किसी जेल में पदेन अशासकीय विजिटरों की संख्या अधिक हो जाती है, तो जिला मजिस्ट्रेट ऐसे पदेन विजिटरों के नाम का रोस्टर रखेगा। रोस्टर के अनुसार एक बार में दो या तीन महीने की अवधि तक तीन से अधिक विजिटर जेल परिदर्शन के हकदार न हों। ऐसे रोस्टर की प्रति अधीक्षक और महानिदेशक (कारागार) को प्रेषित की जाएगी। नोट– इस नियम में अन्तर्विष्ट कोई भी बात नियम 630 (ख) के उपबन्ध को प्रभावित नहीं करेगा।
अशासकीय विजिटर की पदावधि और हटाया जाना	629. (क) एक पदेन अशासकीय विजिटर को छोड़कर, एक अशासकीय विजिटर के कार्यालय की अवधि, दो वर्ष की होगी। (ख) राज्य सरकार बिना कोई कारण बताए किसी भी समय किसी केंद्रीय कारागार या जिला जेल के विजिटर बोर्ड से किसी अशासकीय गजट का नाम हटा सकती है चाहे वह पदेन हो या नहीं। इस तरह के किसी भी निष्कासन को शासकीय गजट में अधिसूचित किया जाएगा और इसकी सूचना महानिदेशक (कारागार) और संबंधित जेल के अधीक्षक को दी जाएगी। (ग) जिला मजिस्ट्रेट की सिफारिश पर राज्य सरकार किसी भी समय निर्देश दे सकती हैं कि कोई भी अशासकीय विजिटर, चाहे वह पदेन हो या नहीं, किसी भी अवधि के लिए जेल का भ्रमण नहीं करेगा, यदि उसका समाधान हो जाता है कि वह अपने भ्रमण का उपयोग वास्तविक उद्देश्य के लिए नहीं कर रहा है या है किसी गैरकानूनी या अवांछनीय उद्देश्य को आगे बढ़ाने के लिए उनका उपयोग कर रहा है। (घ) यदि यह पाया जाता है कि अशासकीय विजिटर कारावास, की सजा भुगत रहा है या जो इस तरह की सजा पाने के बाद अपनी अपील के निपटारे तक जमानत पर है, या जिसके विरूद्ध न्यायालय में आपराधिक कार्यवाही लंबित है, उसे अशासकीय विजिटर के रूप में जेल भ्रमण की अनुज्ञा नहीं दी जाएगी और उसे तुरंत अशासकीय विजिटर की सूची से हटा दिया जायेगा। जिला मजिस्ट्रेट ऐसे विजिटर के नाम संबंधित जेल के अधीक्षक और

	राज्य सरकार को अशासकीय विजिटर की सूची से हटाने के लिए सूचित करेगा।
मासिक भ्रमण के लिए रोस्टर	630. (क) जिला मजिस्ट्रेट अपने जिलों में स्थित जेलों की अशासकीय विजिटर के नाम का रोस्टर तैयार करायेगा जिन्हें पूर्ववर्ती नियम के उप–पैरा (बी), (सी) और (डी) के अधीन जेल भ्रमण से विवर्जित नहीं किया गया हो और उन्हें रोस्टर के अनुसार उन जेलों, जहां के लिए उन्हें नियुक्त किया गया है, के मासिक निरीक्षण हेतु आमंत्रित करेगा। एक विजिटर, जिसे किसी भी कारण से रोस्टर में अपनी बारी के अनुसार जेल भ्रमण से रोका गया हो, एक अन्य महीने में जेल का भ्रमण कर सकता है, परन्तु यह कि वह अपने इस आशय से अधीक्षक को पूर्व में ही सूचित कर देगा। (ख) पदेन विजिटर सहित जेलों के अशासकीय विजिटर, संबंधित जिलाधिकारियों द्वारा तैयार किए गए रोस्टर के अनुसार किसी भी भ्रमण के अलावा, निर्धारित घंटों के दौरान किसी भी दिन जेल का अतिरिक्त भ्रमण भी कर सकते हैं।
भ्रमण की अवधि	631. एक अशासकीय विजिटर पूर्वान्ह 11 बजे से पहले और दोपहर 3 बजे के बाद जेल का भ्रमण नहीं करेगा। यह सुनिश्चित किया जाएगा कि उसका/उसकी भ्रमण से जेल के ताला खोलने, बंद करने और कैदियों को न्यायालय में पेश करने में कोई बाधा उत्पन्न न करें। किसी भी अवसर पर ऐसे भ्रमण की अवधि केंद्रीय कारागार के मामले में 2.30 घंटे और जिला जेल के मामले में 1.30 घंटे से अधिक नहीं होनी चाहिए।
विजिटर बोर्ड का गठन	632. **(क) – सभी जिला और केंद्रीय जेलों के लिए एक विजिटर बोर्ड होगा। विजिटर बोर्ड में निम्नलिखित शासकीय सदस्य सम्मिलित होंगे–** (एक) जिला न्यायाधीश, अध्यक्ष (दो) जिला मजिस्ट्रेट, सदस्य (तीन) वरिष्ठ पुलिस अधीक्षक / पुलिस अधीक्षक, सदस्य (चार) मुख्य चिकित्सा अधिकारी, सदस्य (पांच) जिला न्यायाधीश द्वारा नाम निर्दिष्ट न्यायिक मजिस्ट्रेट, सदस्य सचिव (छः) कार्यपालक अभियंता, लोक निर्माण विभाग, सदस्य (सात) साक्षरता कार्यक्रमों से संबंधित जिला शिक्षा अधिकारी, सदस्य (आठ) जिला समाज कल्याण अधिकारी, सदस्य (नौ) जिला रोजगार अधिकारी, सदस्य (दस) जिला कृषि अधिकारी, सदस्य (ग्यारह) जिला औद्योगिक अधिकारी, सदस्य। बोर्ड प्रति तिमाही कम से कम एक भ्रमण करेगा। **(ख) विजिटर बोर्ड में निम्नलिखित अशासकीय सदस्य भी सम्मिलित होंगे–** (क) राज्य की विधान सभा तीन सदस्य जिनमें से एक राज्य सरकार द्वारा नाम निर्दिष्ट महिला होनी चाहिए (ख) राज्य मानवाधिकार आयोग का एक नामनिर्दिष्ट एक व्यक्ति, (ग) जिले के दो सामाजिक कार्यकर्ता; जिनमें से एक जिला मजिस्ट्रेट द्वारा नाम निर्दिष्ट महिला, जो

कारागारों के प्रशासन और बंदियों के कल्याण में रुचि रखती हो, होगी।

(ग) –बोर्ड विजिटर के कार्य में निम्नलिखित सम्मिलित होंगे,

(एक) प्रशिक्षण की डिग्री तथा गुणवत्ता और कारागारों में बुनियादी ढांचे सुविधाओं की प्रभावशीलता पर विशेष ध्यान देते हुए; कारागारों में सुधारात्मक कार्य की निगरानी

(दो) सुधारात्मक कार्य में बेहतरी के लिए नए रास्ते सुझाना।

(तीन) बंदियों की व्यक्तिगत या सामूहिक शिकायतों का पता लगाना और कारागार प्राधिकारियों के परामर्श से उनका निवारण करना

(घ) – बैठक की प्रक्रिया, गणपूर्ति तथा कार्यवृत्त आदि।

(एक) जिला न्यायाधीश विजिटर बोर्ड के अध्यक्ष होंगे । अशासकीय विजिटर को उनकी नियुक्ति के बाद अपने कर्तव्यों, भूमिकाओं और जिम्मेदारियों के बारे में संवेदनशील और प्रशिक्षित किया जाना चाहिए

(दो) विजिटर के बोर्ड की बैठक कारागार के अधीक्षक के कार्यालय तीन मे माह में कम से कम एक बार होगी

(तीन) विजिटर बोर्ड की प्रत्येक बैठक का कार्यवृत्त विजिटर पुस्तिका में अभिलिखित किया जाएगा और उसे अधीक्षक की टिप्पणियों के साथ महानिदेशक कारागार को अग्रेषित किया जाएगा। कार्यवृत्त की एक प्रति विजिट बोर्ड के प्रत्येक सदस्य को भी प्रेषित की जाएगी। महानिदेशक (कारागार) सभी जेलों के विजिटर बोर्ड की अन्तिम बैठक के कार्यवृत्त की एक प्रति राज्य सलाहकार बोर्ड के समक्ष रखेंगे।

(चार) रोस्टर इस तरह से बनाया जाएगा जिसमें प्रत्येक माह में एक सदस्य द्वारा कम से कम एक भ्रमण की व्यवस्था हो।

(पांच) प्रत्येक अशासकीय विजिटर से यह अपेक्षा की जाती है कि वह बंदियों की देखभाल में स्वयं रुचि रखेगा और उस कारागार का महीने में एक बार भ्रमण करेगा, जिसका वह विजिटर है,

(छः) भ्रमण के दौरान, एक विजिटर (विजिटर बोर्ड का सदस्य) उससे बात करने के इच्छुक किसी भी बंदी के साथ गुप्त रूप से और पृथक रूप से बातचीत करने के अधिकार रखेगा, हालाँकि, ऐसे विजिटर और एक बंदी के बीच इस तरह की अलग बातचीत कारागार अधिकारी की दृष्टि में रहते हुए कारागार के भीतर एक जगह पर आयोजित की जाएगी। विजिटर, एक बंदी के साथ इस तरह की बातचीत के तुरंत बाद, विजिटर बोर्ड के अध्यक्ष को लिखित रूप में सूचित करेगा कि उस बंदी के साथ बातचीत में क्या हुआ। अध्यक्ष, यदि वे इसे आवश्यक समझते हैं, तो इस मामले को कारागार अधीक्षक के सामने उठायेंगे।

(सात) विजिटर कार्यपुस्तिका में, बोर्ड के किसी भी सदस्य द्वारा की गई किसी भी टिप्पणी/संवीक्षा को अधीक्षक द्वारा अपनी टिप्पणियों के साथ, महानिदेशक कारागार के ध्यान में तत्काल लाया जाएगा। इसकी एक प्रति संबंधित विजिटर और विजिटर्स बोर्ड के अध्यक्ष को भी प्रेषित की जाएगी।

(आठ) विजिटर बोर्ड के सदस्य, कारागार आहार की गुणवत्ता और मात्रा, रसोई और अस्पताल की स्थिति, दवाओं की उपलब्धता, अस्पताल प्रबंधन, बंदियों की चिकित्सा उपचार, स्वच्छता व्यवस्था, न्यायालय में पेश करने के लिए पुलिस अनुरक्षण की उपलब्धता और बंदियों का जेल के बाहर अस्पताल में इलाज, व्यावसायिक प्रशिक्षण के पहलुओं, साक्षरता कार्यक्रम और पुस्तकालय की सुविधाओं आदि पर विशेष रूप से ध्यान देंगे।

(नौ) विजिटर बोर्ड के सदस्य/सदस्यों के भ्रमण से पूर्व अधीक्षक कैदियों के सुधार कार्य, मनोरंजन और प्रशिक्षण, जेल के आहार/दवाओं, बंदियों की शिकायतों तथा ऐसी शिकायतों के निवारण बंदियों आदि से संबंधित कोई कागज/दस्तावेज उनके समक्ष प्रस्तुत करेंगे यदि बोर्ड के किसी सदस्य द्वारा मांगा जाता है।

	(दस) अधीक्षक महानिदेशक (कारागार) के लिखित अनुमोदन के बिना विजिटर बोर्ड के सदस्य के समक्ष वित्तीय खातों से संबंधित रजिस्टर / दस्तावेज / कागज पेश करने के लिए बाध्य नहीं होंगे। (ग्यारह) अधीक्षक यह सुनिश्चित करेंगे कि आरोपी या कारागार स्टाफ के खिलाफ बंदियों द्वारा विज़िटिंग बोर्ड के सदस्यों के समक्ष की गयी शिकायत के कारण वे प्रतिशोध का शिकार नहीं होंगे। (बारह) बोर्ड के सदस्य/सदस्यों द्वारा इस तरह के किसी भी भ्रमण के बाद, अधीक्षक जेल महानिदेशक को भ्रमण के विवरण के बारे में सूचित करेंगे। (तेरह) विजिटर बोर्ड की बैठक के प्रयोजन के लिए तीन शासकीय विजिटर और अध्यक्ष और दो अशासकीय विजिटर एक कोरम की पूर्ति करेंगे। (चौदह) विजिटर बोर्ड का एक अशासकीय सदस्य बोर्ड में अपनी नियुक्ति के दिनांक से दो वर्ष की अवधि के लिए पद धारण करेगा और उसकी पुनर्नियुक्ति के लिए विचार किया जा सकता है। (पन्द्रह) नियुक्ति प्राधिकारी किसी अशासकीय विजिटर की नियुक्ति, कारणों को लिखित रूप में अभिलिखित करते हुए, रद्द कर सकता है। अशासकीय विजिटर को हटाना मनमाने ढंग से नहीं होना चाहिए और यह एक ठोस तर्क पर आधारित होना चाहिए। विशेष रूप से, प्राकृतिक न्याय के सिद्धांतों का पालन करने के बाद ही कोई भी निष्कासन किया जाना चाहिए। (सोलह) विजिटर बोर्ड का एक अशासकीय सदस्य, बोर्ड की बैठकों में भाग लेने के लिए राज्य सरकार द्वारा समय–समय पर स्वीकृत किये जाने वाले भत्ते प्राप्त करेगा।
विजिटर के कर्तव्य	633. सभी विजिटर, शासकीय और अशासकीय, प्रत्येक भ्रमण पर– (क) पके हुए भोजन की जांच करेगा; (ख) कारागारों के बैरकों, वार्डों, कार्य–शेडों और अन्य भवनों का सामान्य रूप से निरीक्षण करेगा, (ग) पता लगायेगा कि क्या स्वास्थ्य, स्वच्छता और सुरक्षा पर ध्यान दिया जाता है, क्या हर तरह से उचित प्रबंधन और अनुशासन बनाए रखा जाता है और क्या किसी बंदी को अवैध रूप से निरूद्ध किया गया है, या विचारण की प्रतीक्षा में अनुचित अवधि से निरूद्ध किया गया है, (घ) गोपनीय और लेखों से संबंधित; अभिलेखों को छोड़कर, कारागार रजिस्टरों और अभिलेखों की जांच करेगा, (ङ) बंदियों द्वारा या उनकी ओर से दिये गए सभी अभ्यावेदन और याचिकाओं को सुनेगा और उन पर कार्यवाही करायेगा, (च) यदि वह उचित समझे तो ऐसे किसी प्रत्यावेदन या याचिका को सरकार को अग्रेषित करने के लिए निर्देशित करेगा, (छ) सुधारात्मक कार्यों में बेहतरी के लिए नए रास्ते सुझायेगा,
भ्रमण का समय	634. सामान्यतया सायं 4.30 बजे के बाद या पचसा के बाद भ्रमण नहीं किया जाएगा।
निरीक्षण के अभिलेख	635 प्रत्येक भ्रमण और किए गए निरीक्षण के परिणाम को अधीक्षक द्वारा इस निमित्त अनुरक्षित रजिस्टर में दर्ज किया जायेगा,
विजिटर के साथ एक जेल अधिकारी और अनुरक्षक दल होगा	636. (क) अधीक्षक यह व्यवस्था करेगा कि जेल के प्रत्येक विजिटर के साथ एक जेल अधिकारी और एक अनुरक्षकदल जिसमें दो वार्डर होंगे, साथ रहे। इस व्यवस्था के अतिरिक्त मंत्रियों, राज्यों के मंत्रियों, उप मंत्रियों और संसदीय सचिवों के साथ उनके शैडो भी होंगे, जिन्हें हथियारों के साथ जेलों में प्रवेश करने की अनुमति दी जाएगी। (ख) प्रत्येक विजिटर चाहे वह शासकीय हो या अशासकीय, के साथ आने वाला अधिकारी, रसोई घर में प्रवेश करने से पहले उसे सूचित करेगा कि बंदी के राशन के किसी भी भाग को स्पर्श नहीं किया जाएगा, लेकिन अगर वह

	इच्छुक हो तो भोजन चख सकता है।

विजिटर द्वारा निरीक्षण और पूछताँछ	637. सभी विजिटर चाहे शासकीय हो या अशासकीय अपने भ्रमण में निम्नलिखित कार्य कर सकते हैं– (क) पके हुए भोजन की जांच, (ख) बैरकों, वार्डों, वर्कशेड्स और अन्य भवनों का भ्रमण, (ग) यह सुनिश्चित करेंगे कि स्वास्थ्य, स्वच्छता के हर पहलू पर ध्यान दिया जाता है और उसे अनुरक्षित किया जाता है, (घ) लेखों, स्टोर और जेल प्रशासन के किसी भी विभाग से सम्बन्धित गोपनीय प्रकृति के अभिलेखों को छोड़कर, कारागार रजिस्टर और अभिलेख, मांग सकते हैं, (ङ) किसी जेल अधिकारी की उपस्थिति में किसी भी बंदी से बात कर सकते हैं, ऐसी बातचीत एक भ्रमण के दौरान बीस मिनट से अधिक नहीं होगी।
अशासकीय विजिटर का बीमार या भूख हड़ताल पर बैठे बंदी से न मिलना	638 अशासकीय विजिटर भूख हड़ताल पर बैठे बंदियों या ऐसे बंदियों से मिलने नहीं जा सकते हैं जो बीमार हैं और जिन्हें चिकित्सा आधार पर साक्षात्कार की अनुमति नहीं है।
अशासकीय महिला विजिटर का अनुरक्षा	639. एक अशासकीय महिला विजिटर के साथ एक पुरुष अधिकारी होगा जो डिप्टी जेलर के रैंक से नीचे के रैंक का न हो।
विजिटरों के नाम प्रदर्शित किया जाना	640 – अधीक्षक द्वारा सभी अशासकीय एवं शासकीय विजिटरों की सूची जेल के गेट पर लटकायी जायेगी जिसमें सभी विजिटरों के नाम लिखे होंगे और अधिकृत व्यक्तियों के अलावा किसी अन्य व्यक्ति को जेल के भ्रमण की अनुमति नहीं दी जाएगी।
विजिटरों द्वारा निरीक्षण नोट	641 (क) अशासकीय या शासकीय जेल विजिटर को अधिमानतः अपने भ्रमण के समय अपनी टिप्पणी विजिटर पुस्तिका में लिखनी चाहिए लेकिन यदि यह संभव नहीं है, तो उन्हें अपनी टिप्पणी विजिटर पुस्तिका में अंकित करने के लिए शीघ्रातिशीघ्र अधीक्षक के पास प्रेषित करनी चाहिए। (ख) एक विजिटर, विजिटर पुस्तिका में जेल की आंतरिक व्यवस्था या उसमें अनुरक्षित अनुशासन की स्थिति के संबंध में किसी भी टिप्पणी या सुझाव को अभिलिखित कर सकता है। लेकिन जब कोई विजिटर यह समझता है कि जेल प्रशासन की मौजूदा प्रणाली में किसी विशेष संशोधन की आवश्यकता है या नीति के प्रश्नों पर कोई सुझाव देना है, तो वह अपनी राय पृथक रूप से महानिदेशक को संदर्भित करेगा और विजिटर पुस्तिका में इस विषय पर टिप्पणी नहीं करेगा। यदि अपने भ्रमण के दौरान कोई अशासकीय विजिटर किसी ऐसे बंदी से मिलता है, जिसके मामले मे वह समझता है, कि उसे राज्य सरकार के ध्यान में लाना चाहिए, तो वह मामले को राज्य सरकार को संदर्भित कर सकता है, और यदि वह पाता है कि किसी विचाराधीन बंदी के मामले में अनावश्यक रूप से विलम्ब हुआ है, तो वह

	मामले की ओर ध्यान आकर्षित करते हुए संबंधित जिला एवं सत्र न्यायाधीश को पत्र लिख सकता है। (ग) अशासकीय या शासकीय विजिटर, अधीक्षक की पूर्व मंजूरी के बिना नहीं होंगे, किसी भी विचाराधीन व्यक्ति के साथ बातचीत, जो उनके मुवक्किल या संबंधी हो सकते हो। (घ) शासकीय और अशासकीय विजिटर के उपयोग के लिए केवल एक विजिटर पुस्तिका होगी। विजिटर पुस्तिका को जेल परिसर से बाहर किसी भी दशा में नहीं हटाया जाएगा। (ङ) विजिटरों द्वारा कृत टिप्पणियों को गोपनीय माना जाएगा और न तो बंदियों और न जेल के बाहर किसी व्यक्ति को सूचित किया जायेगा। विजिटर प्रेस में या अन्यथा प्रकाशन द्वारा विजिटर पुस्तिका में उनके द्वारा प्रविष्ट की गई किसी भी टिप्पणी का प्रचार नहीं करेंगे।
विजिटरों की टिप्पणियों पर कार्यवाही	642. (क) अधीक्षक विजिटर पुस्तिका में विजिटरों द्वारा अभिलिखित निरीक्षण रिपोर्ट की एक प्रति तत्काल अपनी ऐसी टिप्पणियों या स्पष्टीकरणों के साथ जिसे वह उचित समझे महानिदेशक को अग्रेषित करेगा। अधीक्षक, विजिटर द्वारा उठाए गए किसी भी मुद्दे पर अपनी टिप्पणी को विजिटर पुस्तिका में अभिलिखित करेगा और उस पर अपने द्वारा कृत कार्यवाही, यदि कोई हो, को नोट करेगा और उसकी प्रति महानिदेशक (कारागार) को प्रेषित करेंगा। (ख) महानिदेशक (कारागार), निरीक्षण नोट की प्रति प्राप्त किए जानेपर, ऐसे आदेश पारित करेगा जिसे वह आवश्यक समझे और उन्हें जेल के अधीक्षक को संसूचित करेगा, जो विजिटरों की जानकारी के लिए उन्हें विजिटर पुस्तिका में दर्ज करवाएगा। जब महानिदेशक प्रतीत होता है कि निरीक्षण नोट में उल्लिखित किसी मामले को राज्य सरकार के ध्यान में लाया जाना चाहिए, तो वह अपने आदेश या टिप्पणियों के साथ निरीक्षण नोट की एक प्रति सरकार को अग्रेषित करेगा।
बंदियों के बयान को दर्ज करने के लिए जेल में प्रवेश की अनुमति	643. अधीक्षक, न्यायिक और मजिस्ट्रियल प्राधिकारियों और उच्च न्यायालय, जिला मजिस्ट्रेट या सत्र न्यायाधीश से लिखित आदेश प्राप्त किसी भी व्यक्ति को किसी भी बंदी के बयान दर्ज करने के उद्देश्य से जेल में प्रवेश करने की अनुमति देगा।
अधिकृत व्यक्तियों द्वारा भ्रमण	644 (क) अशासकीय या शासकीय विजिटर के अलावा कोई अन्य व्यक्ति जेलका भ्रमण कर सकता है यदि उसे राज्य सरकार या महानिदेशक, (कारागार), जिला मजिस्ट्रेट या अधीक्षक की लिखित अनुमति प्राप्त हो। ऐसे व्यक्तियों द्वारा किसी भी दिन पूर्वान्ह 11 बजे से अपरान्ह् 3 बजे के बीच जेल की छुट्टियों और रविवार को छोड़कर भ्रमण किया जा सकता है। हालांकि, इस प्रतिबंध का उद्देश्य उन व्यक्तियों को प्रवेश करने से रोकना नहीं है जिन्हें अधीक्षक किसी भी अन्य समय पर जेल दिखाना चाहता है। नोट– लोकसभा, राज्य सभा या राज्य विधानमंडल के सदस्य को भी इस पैरा के उपबन्धों के अधीन किसी भी जेल में भ्रमण की अनुमति दी जा सकती है, जिसका वह पदेन विजिटर नहीं है (ख) शासकीय और अशासकीय विजिटर के अलावा किसी अन्य व्यक्ति को इसके विपरीत विशेष आदेशों के अभाव में, किसी बंदी से कोई प्रश्न पूछने की या जेल के अनुशासन और प्रबंधन से सम्बन्धित किसी अधिकारी या बंदी से कोई पूछताछ करने की अनुमति नहीं दी जाएगी।
सभी अशासकीय विजिटर को निर्देश की कॉपी उपलब्ध कराया	645. जेल में अशासकीय विजिटर के मार्गदर्शन के लिए निर्देशों और सुझावों की एक प्रति अधीक्षक द्वारा जेल में पहले भ्रमण पर आये प्रत्येक अशासकीय विजिटर को प्रदान की जाएगी।

जाना	

अध्याय -28

संवाद, मुलाकात और पत्र व्यवहार

बंदियों से संवाद का तरीका	646 बंदियों द्वारा से, संवाद और मुलाकात का तरीका और इसकी आवृत्ति, राज्य सरकार के नियंत्रण और आदेशों के अधीन महानिदेशक (कारागार) द्वारा अवधारित की जाएगी।
साधारण पत्र व्यवहार और मुलाकात	647... (1) अपनी कारावास अवधि में, प्रत्येक सिद्धदोषी को पाक्षिक रूप से, एक बार पत्र लिखने और अपने रिश्तेदारों या मित्रों के साथ मुलाकात की अनुमति होगी (2) प्रत्येक सिद्धदोषी को, उसे संबोधित उसके रिश्तेदारों और मित्रों द्वारा लिखे गये सभी पत्रों को प्राप्त करने की अनुमति दी जाएगी, तथापि,यह छूट अधीक्षक के विवेकाधीन होगी। (3) प्रत्येक संवेदनशील और उच्च जोखिम वाले बंदी के जेल में प्रवेश पर उससे उन व्यक्तियों की सूची देने के लिए कहा जाएगा जिनके द्वारा उससे मुलाकात किये जाने की संभावना है और ऐसी मुलाकात परिवार के सदस्यों, रिश्तेदारों और दोस्तों तक ही सीमित रहेगी। नोट (1) केवल मुलाकात करने के लिए लिखा गया पत्र इस नियम की श्रेणी के उपयोगार्थ पत्र के रूप में नहीं गिना जाएगा। (2) कोई सिद्धदोषी, अधीक्षक की अनुमति से मुलाकात करने के बदले पत्र लिखने से या पत्र लिखने के बदले मुलाकात करने के विकल्प को चुन सकता है।
जेल में बंद रिश्तेदारों से मुलाकात	648. (1) एक ही कारागार में बंद, बंदी के रक्त सम्बन्धी या पत्नी/पति को, उसके/उसकी कारावास की अवधि के दौरान, सप्ताह में एक बार एक दूसरे से मुलाकात की अनुमति दी जाएगी। इस प्रयोजन के लिए दिन और समय अधीक्षक द्वारा अवधारित किया जायेगा। (2) यदि किसी बंदी के रक्त सम्बन्धी या पत्नी/पति राज्य की किसी अन्य जेल में बंद है, तो टेलीफोन या संवाद के अन्य इलेक्ट्रॉनिक उपकरणों के माध्यम से संवाद की अनुमति दी जा सकती है। मामले की विशेष परिस्थितियों के परिप्रेक्ष्य में, संबंधित जेलों के प्रभारी अधिकारियों के लिखित परामर्श के पश्चात ऐसा संवाद किया जायेगा।
नये सिद्धदोषियों को प्रसुविधायें	649. प्रत्येक नये सिद्धदोष बंदी को अपील, पुनरीक्षण या जमानत प्राप्त करने की तैयारी हेतु अपने रिश्तेदारों, मित्रों और विधि सलाहकारों से मिलने या संवाद करने के लिए उचित सुविधाएं दी जाएंगी। उसे अपने मित्रों से एक या दो या अधिक बार मुलाकात करने या पत्र लिखने की भी अनुमति दी जाएगी, यदि अधीक्षक यह समझता है कि यह उसे अपनी संपत्ति या अन्य पारिवारिक मामलों के प्रबंधन की व्यवस्था करने हेतु यह आवश्यक है। नोट– अधीक्षक एक विधि सलाहकार को सिद्धदोषी से मुलाकात करने की अनुमति दे सकता है, भले ही वह भूख हड़ताल पर हो। ऐसे मामलों में नियम 433 के उपबन्धों का पालन किया जाएगा।
प्रतिभूति देने या	650. दंड प्रक्रिया संहिता, 1973 के अध्याय आठ के अधीन जुर्माने के भुगतान या प्रतिभूति प्रस्तुत करने में विफल

जुर्माना देने में असफलता के कारण जेलों में निरूद्ध बंदियों को सुविधायें	रहने पर कारागारों जाने वाले प्रत्येक सिद्धदोष को जुर्माना भरने या प्रतिभूति देने की व्यवस्था करने के उद्देश्य से, किसी भी उचित समय पर, अपने मित्रों और सम्बन्धियों से पत्रों के माध्यम से संवाद करने और मुलाकात करने की अनुमति दी जायेगी।

एक जेल से दूसरी जेल में स्थानान्तरण होने पर पत्र व्यवहार	651. प्रत्येक बंदी को, एक जेल से दूसरी जेल में स्थानान्तरण किये जाने पर, पते में परिवर्तन की सूचना देने हेतु अपने मित्रों या रिश्तेदारों को विशेष पत्र लिखने की अनुमति होगी। यदि बंदी किसी कारणवश जेल से अपने स्थानान्तरण से पूर्व अपने मित्रों या रिश्तेदारों को सूचित करने में असमर्थ रहा है, तो उसे दूसरी जेल में आने के बाद ऐसा करने की अनुमति दी जाएगी।
सजायाफ्ता कैदियों के लिए मुलाकात और पत्र व्यवहार की व्यवस्था	652. प्रत्येक सजायाफ्ता सिद्धदोषी को, जैसा अधीक्षक उचित समझे, अपने रिश्तेदारों, मित्रों और कानूनी सलाहकारों के साथ संवाद करने और मुलाकात करने की अनुमति दी जाएगी।
अतिरिक्त मुलाकात और पत्र व्यवहार	653 (1) अधीक्षक, अपने विवेक पर बंदी की ओर से किये गये अवचार के बावजूद या नियम 647 में उपबंधित से कम अंतराल पर पत्रों के प्रेषण या प्राप्ति और मुलाकात की अनुमति दे सकता है, यदि वह समझता है कि ऐसी छूट के लिए विशेष या तात्कालिक आधार उपलब्ध हैं, उदाहरण के लिए, बंदी के गंभीर रूप से बीमार होने पर, या किसी निकट संबंधी की मृत्यु होने पर, या यदि मित्र या रिश्तेदार, दूर से बंदी को देखने आए हों और मुलाकात से इंकार करना उनके लिए असम्यक कठिनाई का कारण बने, या यदि सिद्धदोषी की रिहाई निकट है और वह रोजगार को सुरक्षित करना चाहता है, या कोई अन्य पर्याप्त कारण। महत्वपूर्ण मामले, जैसे रिश्तेदारों की मृत्यु की सूचना, किसी बंदी के मित्रों द्वारा किसी भी समय अधीक्षक को दी जा सकती हैं और यदि अधीक्षक उचित समझता है, तो सूचना का सार कैदी को सूचित करेगा। खतरनाक बीमारी से जूझ रहे बंदी के मामलों में और अत्यधिक आकस्मिकता के मामलों में बंदी के मित्रों या रिश्तेदारों को अधीक्षक द्वारा निर्देशित माध्यम से सूचित किया जाना चाहिए। (2) एक बंदी, उच्च श्रेणी में शामिल किये जाने के लिए राज्य सरकार को संबोधित आवेदन, जिलाधिकारी के माध्यम से लिख सकता है। ऐसे आवेदन में, जहां तक संभव हो, नियमों के अनुसार उसकी सामाजिक स्थिति, शिक्षा आदि के संबंध में सभी आवश्यक विवरण सम्मिलित होने चाहिए।
अभिलेखों पर हस्ताक्षर की अनुमति	654. प्रत्येक बंदी को, अधीक्षक के विवेक पर, मुख्तारनामा या अन्य बयानों, वाहनों एवं अपनी सम्पत्ति से सम्बन्धित अभिलेखों पर हस्ताक्षर और सत्यापित करने की अनुमति होगी।
सरकार या सरकारी अधिकारियों को सम्बोधित प्रत्यावेदन	655 (1) कैदियों को अपनी शिकायतों के निस्तारण हेतु राज्य सरकार, महानिदेशक (कारागार) या किसी अन्य सरकारी अधिकारी से उसकी पदीय स्थिति में संवाद करने की अनुमति होगी लेकिन ऐसे संवाद का उद्देश्य केन्द्रित होना चाहिए और उसमें आपत्तिजनक या असंगत बातें जैसे राजनीतिक भाषणबाजी नहीं होनी चाहिए। एक बंदी दूसरे बंदी की ओर से संयुक्त ज्ञापन या याचिका के माध्यम से संवाद किये जाने की अनुमति नहीं होगी। इस तरह के संवादों को सम्बन्धित प्राधिकारी अग्रेसित करने में पत्र व्यवहार के पारम्परिक माध्यमों का उपयोग करना चाहिए। (2) यदि कोई बंदी किसी ऐसे व्यक्ति या प्राधिकरी को संबोधित याचिका या पत्र प्रस्तुत करता है जो पूर्वगामी उपबन्धों के दायरे में नहीं आता है, तो अधीक्षक उसे महानिदेशक कारागार को अग्रेषित करेगा जो अपने विवेक से इसे रोक सकता है और ऐसा करने के कारणों सहित बंद को इसकी सूचना दे सकता है। या सरकार को उनके आदेश के लिए अग्रेषित कर सकता है।
विदेशी बंदियों से	656. कारागार में प्रवेश करने वाले किसी भी विदेशी बंदी का विवरण महानिदेशक (कारागार), परिक्षेत्रीय उप

मुलाकात	महानिरीक्षक, कारागार और जिला मजिस्ट्रेट को तुरंत सूचित किया जाएगा। यदि विदेशी बंदी दूतावास के साथ संवाद करना चाहता है, तो उचित प्राधिकारी के माध्यम से संवाद दूतावास को भेजा जाएगा। जब भी किसी विदेशी मिशन या दूतावास का प्रतिनिधि किसी बंदी या निरूद्ध से कांसुलर एक्सेस के लिए राज्य/जेल प्राधिकरण से संपर्क करता है, तो ऐसी एक्सेस केवल भारत सरकार के विदेश मंत्रालय के संबंधित संभाग, जो ऐसी अनुज्ञा निर्गत करने के लिए प्राधिकृत हैं, द्वारा निर्गत अनुज्ञा पत्र को प्राप्त किये जाने पर दी जाएगी। नोटः–कारागार में किसी विदेशी नागरिक से मुलाकात करने के अधिकार का अर्थ यह नहीं है कि वह व्यक्तिगत मुलाकात होगी और उसमें बंदी/निरूद्ध व्यक्ति के बाड़े के निरीक्षण का अधिकार शामिल है। यह जेलों में, मुलाकात के संबंध में, प्रभावी सामान्य नियमों के अध्याधीन भी है।
विधानमंडल के सदस्यों द्वारा पत्र व्यवहार	657. सिद्धदोषी या विचाराधीन बंदी (जिसमें प्रतिभूति देने में विफल रहने के कारण कारागार में बंद बंदी भी शामिल है) जो राज्य विधान मण्डल या संसद का सदस्य है, द्वारा उस सदन, जिसका वह सदस्य है, के अध्यक्ष या सभापति को संबोधित संवाद,या ऐसे सदन की समिति (विशेषाधिकारों समिति सहित) के अध्यक्ष या राज्य विधानमंडल या संसद के दोनों सदनों की संयुक्त समिति के अध्यक्ष को सम्बोधित संवाद जैसा भी मामला हो, को जेल के अधीक्षक द्वारा तुरंत सरकार को अग्रेषित किया जाएगा, जिससे कि उस सदन जिसका वह सदस्य है, के सदस्य के रूप में प्राप्त अधिकारों और विशेषाधिकारों के अनुसार उस बंदी के उनके साथ व्यवहार किया जा सके।
पत्रों की सेंसरसिप	658. (1) किसी बंदी का कोई पत्र न तो उसे दिया जाएगा और न ही भेजा जाएगा, जब तक अधीक्षक या जेलर या इस संबंध में अधीक्षक द्वारा प्राधिकृत किसी अन्य अधिकारी द्वारा उसकी जांच नहीं कर ली जाती है। लेकिन पत्रों को देने या भेजने में कोई अनावश्यक देरी नहीं की जाएगी। यदि कोई पत्र उस भाषा में लिखा गया है, जिसे अधीक्षक या पत्र की जांच करने वाले अधिकारी नही जानता तो वह इसे अग्रेषित करने से पहले इसका अनुवाद प्राप्त करने के लिए कदम उठाएगा। कूटभाषा में लिखे गए किसी भी पत्र को भेजने या प्राप्त करने की अनुमति नहीं दी जाएगी। अधीक्षक किसी भी पत्र को रोक सकता है जिसे वह किसी भी तरह से अनुचित या आपत्तिजनक समझता है, या उसमें लिखे किसी भी अनुचित या आपत्तिजनक अंश को मिटा सकता है। पत्र की विषय–वस्तु निजी और घरेलू मामलों और उन मामलों जिनमें कैदी को हिरासत में लिया गया है तक ही सीमित होनी चाहिए और राजनीति बातों तक विस्तारित नहीं होनी चाहिए। सुरक्षा की दृष्टि से किसी अनधिकृत संदेश को जेल के अंदर या बाहर भेजने हेतु अदृश्य स्याही से लिखे गए किसी संदिग्ध दिखने वाले पत्रों को गर्म किया जा सकता है या किसी अन्य उपयुक्त तरीके से उपचारित किया जा सकता है। (2) किसी आतंकवादी संगठन के साथ कथित संबंध रखने वाले या राष्ट्रविरोधी या विध्वंसक गतिविधियों में शामिल होने के आरोप में निरूद्ध बंदियों के पत्रों को जांच के लिए खुफिया विभाग को भेजा जाएगा। ऐसे पत्रों की एक प्रति अभिलेख के रूप में रखी जाएगी।
एक बंदी को लिखा गया पत्र जो उसको प्राप्त करने का हकदार नहीं है	659. यदि किसी ऐसे बंदी को संबोधित कोई पत्र, प्राप्त होता है जो नियमों के अधीन उसे प्राप्त करने का हकदार नहीं है, तो जब तक कि अधीक्षक इसे नियम 653 के अधीन बंदी को देने का फैसला नहीं करता है, तब तक उसे रोक कर रखा जा सकता है और बंदी के हकदार होने तक अधीक्षक की हिरासत में रखा जा सकता है। बंदी के उसे प्राप्त करने के लिए हकदार होने पर या उसकी रिहाई पर वह पत्र उसको दे दिया जायेगा जब तक कि यह अनुचित या आपत्तिजनक न हो। अधीक्षक, यदि वह ठीक समझे, तो प्रेषक को ऐसा पत्र इस सूचना के साथ लौटा सकता है कि बंदी उसे प्राप्त करने का हकदार नहीं है।
बंदियों द्वारा पत्रो को रखना	660. कोई बंदी, जब तक कि अधीक्षक अन्यथा निर्देश न दे, किसी भी पत्र को अपने पास रख सकता है जो उसे दिया गया हो।
पत्रों के लिए लेखन सामाग्री	661. (1) पत्र लिखने की अनुमति प्राप्त बंदियों को उचित मात्रा में सेवा पोस्ट कार्ड सहित लेखन सामग्री की आपूर्ति की जाएगी। बंदी के पत्र भेजने के लिए सरकारी खर्चे पर डाक टिकट उपलब्ध कराए जाएंगे। (2) बंदी द्वारा भेजे गये या उसको प्राप्त होने वाले प्रत्येक पत्र को जेल रजिस्टर संख्या 81 में दर्ज किया जाएगा। बंदियों द्वारा भेजी गयी या प्राप्त की गई सभी याचिकाओं, वकालतनामों और नोटिस आदि को भी इस रजिस्टर में

	दर्ज किया जाएगा। (3) प्रत्येक मुलाकात को एकविहित रजिस्टर में अभिलिखित किया जाएगा और प्रविष्टियों पर जेलर द्वारा अल्पहस्ताक्षर किया जाएगा। (4) बंदियों की मुलाकात और पत्र आदि की भी प्रविष्टि जेलर के अल्पहस्ताक्षर के अधीन बंदी मुलाकात टिकट या हिस्ट्री टिकट पर की जाएगी।

मुलाकात के लिए याचिका	662. बंदियों के साथ मुलाकात के लिए याचिकाएं मौखिक या लिखित या ऑनलाइन अनुरोध के रूप में होनी चाहिए। यदि बंदी मुलाकात का हकदार नहीं है, तो याचिकाकर्ता को तुरंत सूचित किया जाना चाहिए।
मुलाकात से पूर्व मिलने वाले की पहचान होनी चाहिए	663. जेलर के समक्ष सतुष्टि कारक पहचान पत्र प्रस्तुत करने पर ही आगंतुकों को बंदियों से मिलने की अनुमति प्रदान की जायेगी। आगंतुकों की तस्वीरें खींची जा सकती हैं या उनकी वीडियोग्राफी की जा सकती है। आगंतुकों को मुलाकात के लिए तभी अनुमति दी जाएगी जब उनके पास कम्प्यूटरीकृत फोटोयुक्त पास हो।
याचिका लेखक	664.अधीक्षक याचिका–लेखकों को याचिका तैयार करने और लिखने के लिए मुख्य द्वार के बाहर निर्दिष्ट कंप्यूटर केन्द्र पर उपस्थित होने के लिए प्राधिकृत कर सकते हैं। वह उस प्रपत्र को भी निर्धारित कर सकता है जिसमें मुलाकात के लिए याचिकाएं लिखी जानी चाहिए। ऐसी याचिका लिखने के लिए शुल्क या प्रभार महानिदेशक (कारागार) द्वारा निर्धारित किया जाएगा।
याचिका लेखक के रूप में नियुक्ति के लिए निबंधन और शर्तें	665. (1) अधीक्षक समय–समय पर लाइसेंस पर याचिका लेखकों को रखेगा। सामान्य रूप से 500 बंदियों या उसके अंश पर एक याचिका लेखक का अनुपात होगा। (2) याचिका लेखक के पास हिंदी या उर्दू या अंग्रेजी भाषा में याचिका पढ़ने और लिखने की योग्यता होगी (3) उसके पास ई–प्रिजन प्रणाली पर कंप्यूटर संचालन का बुनियादी ज्ञान होना चाहिए (4) ऐसे लाइसेंस के लिए एक गैर–वापसी योग्य शुल्क महानिदेशक द्वारा निर्धारित किया जाएगा। (5) याचिका लेखक का लाइसेंस किसी भी समय कारण का उल्लेख करते हुए नोटिस देने के पश्चात रद्द किया जा सकता है। (6) किसी भी जेल अधिकारी या उसके रिश्तेदारों को याचिका लेखन कार्य में शामिल होने की अनुमति नहीं दी जाएगी
याचिका प्राप्त करने की प्रक्रिया	666. याचिकाएं, अधीक्षक द्वारा निर्धारित समय पर, द्वारपाल द्वारा जेल गेट पर प्राप्त की जाएंगी। द्वारपाल इस प्रकार प्राप्त याचिकाओं की संख्या गेट बुक में दर्ज करेगा और बिना अनावश्यक देरी के उन्हें मुलाकात के लिए प्रभारी अधिकारी को प्रदान करेगा, जो ऐसी याचिकाओं की जांच के बाद उन्हें मंजूरी के लिए जेलर के समक्ष रखेगा।
मुलाकात को रद्द करना	667. (1) मुलाकात में, बातचीत निजी और घरेलू तक ही सीमित होगी। कोई मुलाकात, किसी भी समय, उपस्थित जेल अधिकारी द्वारा रद्द की जा सकती है यदि बातचीत किसी अपराध या इसी तरह की अन्य योजना से संबंधित है और अधीक्षक को भी इसकी सूचना दी जाएगी। (2) बंदी से मुलाकात की मांग वाले प्रत्येक व्यक्ति को यह वचन देना होगा कि वह मुलाकात से संबंधित किसी भी बात को प्रेस या जनसंचार माध्यमों को संप्रेषित नहीं करेगा मुलाकातकर्ताओं को यह बात बतायी जानी चाहिए कि इस तरह के वचन का उल्लंघन बंदी से आगे की मुलाकात से वंचित करने के लिए पर्याप्त आधार माना जाएगा। (3) महानिदेशक या अधीक्षक किसी बंदी से मुलाकात करने वाले ऐसे व्यक्ति को आगे की मुलाकात से प्रतिबंधित

	करने के लिए प्राधिकृत हैं यदि यह विश्वास करने का कारण है कि उस व्यक्ति ने मुलाकात या जेल के भ्रमण के परिणाम के रूप में कुछ प्रकाशित किया है। मुलाकात से पहले सभी आगंतुकों को इस आदेश के बारे में चेतावनी दी जाएगी।
फोटोग्राफी और वीडियोग्राफी पर प्रतिबन्ध	668. महानिदेशक (कारागार) या अधीक्षक की लिखित अनुमति के बिना जेल में आने वाले किसी भी व्यक्ति को फोटो खींचने वाले या वीडियो बनाने वाले किसी उपकरण मोबाइल फोन सहित, को अन्दर ले जाने या उनका प्रयोग किये जाने की अनुमति नहीं दी जाएगी।

मुलाकात के लिए नियत दिन और घंटे	669. रविवार और जेल मैनुअल के नियम 837 में उल्लिखित जेल की छुट्टियों को छोड़कर, प्रतिदिन मुलाकात करायी जायेगी। मुलाकात का समय और तरीका अधीक्षक द्वारा बंदियों की संख्या, मुलाकात के लिए उपलब्ध स्थान, मौसम, अनुशासन और जेल की सुरक्षा, मुलाकातकर्ताओं और जेल कर्मचारियों की सुविधा को ध्यान में रखते हुए तय किया जा सकता है। अधीक्षक द्वारा इस प्रकार नियत किया गया समय उस जेल में मुलाकात के सामान्य समय के रूप में माना जाएगा और जेल गेट पर हिंदी और उर्दू में अधिसूचित किया जाएगा। अधीक्षक, उपयुक्त मामलों में स्वविवेक से अवकाश के दिनों में भी मुलाकात के लिए विशेष अनुमति प्रदान कर सकते हैं।
मुलाकात का स्थान	670. (1) प्रत्येक मुलाकात जेल के एक निर्दिष्ट भाग या कमरे में जो इस उद्देश्य से के लिए अलग किया गया हो, में होगी। समय–समय पर जारी दिशा–निर्देशों के अनुसार मुलाकात कक्ष में सामान्य रूप से इतना स्थान होना चाहिए जिससे उसमें उपयुक्त विभाजन, इंटरकॉम, निगरानी सुविधाओं की व्यवस्था हो सके। (2) जेल अधीक्षक अच्छे व्यवहार वाले बंदियों को सुरक्षा और अन्य संबंधित पहलुओं पर विचार करने के बाद आमने–सामने मुलाकात की अनुमति दे सकते हैं (3) यदि कोई बंदी गंभीर रूप से बीमार है, तो अधीक्षक अस्पताल में मुलाकात की अनुमति दे सकता है। (4) एक सजायाफ्ता सिद्धदोषी की मुलाकात सामान्यतः उसके सेल में करायी जायेगी। (5) अधीक्षक, विशेष कारणों से, जो अभिलिखित किये जायेंगे, जेल के किसी भी भाग में मुलाकात की अनुमति दे सकता है।.
एक मुलाकात में व्यक्तियों की संख्या	671. एक मुलाकात में तीन से अधिक वयस्कों को एक बंदी से मुलाकात करने की अनुमति नहीं दी जाएगी। अधीक्षक अपने विवेक से तीन से अधिक वयस्कों को मुलाकात करने की विशेष अनुमति दे सकता है।
मुलाकात का पर्यवेक्षण	672. (1) कानूनी सलाहकारों से मुलाकात के मामले को छोड़कर प्रत्येक मुलाकात एक जेल अधिकारी की उपस्थिति में होगी, जो देखेगा कि कोई अनियमितता न हो और स्वयं को इस स्थिति में रखेगा कि वह यह देखने और सुनने में सक्षम हो कि क्या हो रहा है और उनके बीच किसी भी वस्तु का आदान–प्रदान न हो। बातचीत निजी और घरेलू मामलों तक सीमित होगी और राजनीति बातें नहीं होगी। (2) अधीक्षक या स्थानीय पुलिस द्वारा वर्गीकृत संवेदनशील और उच्च जोखिम वाले बंदियों की मुलाकात, स्थानीय खुफिया इकाई के अधिकारी की उपस्थिति में होगी। विशेष अधिनियमों के तहत हिरासत में लिए गए बंदियों की मुलाकात उस अधिनियम या अधिसूचना में निहित उपबन्धों के अनुसार या राज्य सरकार के निर्देशों के तहत होगी
मुलाकात में नकदी या वस्तुयें जमा करना	673. यदि किसी बंदी से मुलाकात करने वाले मित्र या रिश्तेदार जेल में या रिहा होने पर कैदी के उपयोग के लिए कोई वस्तु या नकद देना चाहते हैं, तो वे अधीक्षक को सूचित करते हुए मुलाकात का पर्यवेक्षण करने वाले अधिकारी की अनुमति से उन्हें मुख्य द्वार पर जमा करेंगे। बंदी को, जेल में रहते हुए, केवल उन्हीं वस्तुओं का उपयोग करने की अनुमति दी जाएगी, जो उसे नियमों के तहत रखने की अनुमति है। इस नियम के अनुसार या

	अधीक्षक की लिखित मंजूरी के अलावा, जेल में किसी भी वस्तु या नकदी को लाना निषिद्ध है और जेल अधिनियम 1894 की धारा 42 के अधीन अपराध घोषित किया गया है। (सन 1894 का अधिनियम संख्या 9)
मुलाकात से पहले और बाद की तलाशी	674. (1) प्रत्येक मुलाकाती की मुलाकात से पहले अधीक्षक द्वारा नाम निर्दिष्ट जेल अधिकारी द्वारा किसी उचित स्थान पर शिष्टता से तलाशी की जायेगी। महिला मुलाकातियों की अधीक्षक द्वारा नाम निर्दिष्ट एक महिला जेल अधिकारी द्वारा पुरूषों की दृष्टि से दूर उचित स्थान पर शिष्टता के साथ तलाशी की जाएगी। (2) प्रत्येक बंदी की मुलाकात के पहले और मुलाकात के बाद इस उद्देश्य के लिए विशेष रूप से नियुक्त हेड वार्डर या वार्डर द्वार सावधानीपूर्वक तलाशी ली जाएगी। तलाशी मुलाकातियों की उपस्थिति या उनकी नजर में नहीं की जायेगी।

मुलाकात की अवधि	675. मुलाकात के लिए अनुमन्य समय सामान्यतया, तीस मिनट होगा, लेकिन यदि मुलाकातियों की कुल संख्या दो सौ से अधिक हो जाय, तो अनुमन्य समय केवल बीस मिनट का होगा। मुलाकात को किसी भी क्षण समाप्त किया जा सकता है, यदि साक्षात्कार का पर्यवेक्षण करने वाले अधिकारी को लगता है कि पर्याप्त कारण मौजूद है। ऐसे प्रत्येक मामले में मुलाकात को रद्द करने का कारण जेल में मौजूद वरिष्ठ अधिकारी को आदेश हेतु तत्काल सूचित किया जाएगा।
टेलीफोनिक और इलेक्ट्रानिक संवाद	676. अधीक्षक कारागार, किसी बंदी को, भुगतान किए जाने पर , समय–समय पर अपने परिवार और वकीलों से संपर्क करने हेतु और राज्य सरकार की नीति के अनुसार किसी भी रिश्तेदार या मित्र की बीमारी या मृत्यु जैसी आपात स्थिति के मामले में टेलीफोन या संचार के इलेक्ट्रॉनिक माध्यमों का उपयोग करने की अनुमति दे सकता है। बंदी इस सुविधा का उपयोग अधीक्षक द्वारा नियुक्त किसी जेल अधिकारी के पर्यवेक्षण में कर सकता है। एक बंदी को ऐसी सुविधाओं का उपयोग करने की अनुमति देते समय, अधीक्षक यह सुनिश्चित करेगा कि ऐसी अनुमति उन कैदियों को न दी जाय जिनका अशिष्ट व्यवहार और बुरे आचरण का रिकॉर्ड है।
मुलाकात से इंकार	677. (1) अधीक्षक किसी मुलाकात की अनुमति देने से इंकार कर सकता है जिसमें बंदी सामान्यतः इन नियमों के अधीन हकदार है, यदि उसकी राय में किसी व्यक्ति विशेष को मुलाकात की अनुमति देना जनहित के विरुद्ध है या कोई अन्य पर्याप्त कारण हो। ऐसे प्रत्येक मामले में वह अपनी ऑर्डर बुक में मुलाकात से इंकार करने का कारण दर्ज करेगा। (2) अधीक्षक, अपने विवेक से, पूर्व सिद्धदोषियों को किसी बंदी से मुलाकात करने की अनुमति देने से इंकार कर सकता जब तक कि वह कैदी का रिश्तेदार न हो। (3) अधीक्षक मुलाकात की अनुमति नहीं देगा यदि कैदी मुलाकात के लिए सहमति न दें।
विशेषाधिकार का दुरूपयोग	678. कोई भी बंदी जो जेल से बाहर के व्यक्तियों से मुलाकात या पत्र व्यवहार या संवाद से संबंधित किसी भी विशेषाधिकार का दुरुपयोग करता है, तो उसे कुछ समय के लिए ऐसे विशेषाधिकारों से वंचित किया जा सकता है और ऐसे प्रतिबंधों के अधीन रह सकता है, जैसा कि अधीक्षक निर्देशित करे।

अध्याय–29

सुधारात्मक प्रभाव

	क–धार्मिक और नैतिक
प्रत्येक कारागार के लिए कारागार कल्याण अधिकारी नामित किया जाना	679 प्रत्येक कारागार में उप जेलर स्तर के एक अधिकारी को कारागार कल्याण अधिकारी के रूप में पदाभिहित किया जाएगा, जो अधीक्षक और जेलर के साथ महानिदेशक द्वारा प्रत्येक जेल में बंदियों के लिए बनाये गये कल्याण, देखभाल और पुनर्वास कार्यक्रमों के सुचारु और व्यवस्थित कार्यान्वयन को सुनिश्चित करने के लिए जिम्मेदार होगा।
कल्याणकारी कार्यक्रमों के क्रियान्वयन में गैर संरकारी संगठनों को शामिल किया जाना	680..(1) अधीक्षक, बंदियों के लिए कल्याणकारी कार्यक्रमों के कार्यान्वयन में गैर–सरकारी संगठनों (एनजीओ) को शामिल करेगा। केवल वही गैर–सरकारी संगठन या कॉर्पोरेट, शैक्षिक निकाय, पेशेवर निकाय, कल्याण एजेंसियां जिनका एक अच्छा ट्रैक रिकॉर्ड है, और जो अपने समर्पण और निस्वार्थ सेवा के लिए जाने जाते हैं, उन्हें ही बंदियों के कार्यक्रमों से जोड़ा जाएगा। ऐसी एजेंसी का कोई भी सदस्य, जिसका आपराधिक रिकॉर्ड हो, कारागार से संबद्ध नहीं किया जाएगा। इस उद्देश्य के लिए उनसे एक बचन पत्र लिया जा सकता है और उनके पूर्ववृत्त को पुलिस से सत्यापित कराया जा सकता है। (2) जेलों में सुधार और कल्याण कार्यक्रम के कार्यान्वयन के लिए गैर सरकारी संगठनों का चयन करने के लिए जिला मजिस्ट्रेट की अध्यक्षता में एक समिति होगी। उक्त समिति में मुख्य विकास अधिकारी, जिला परिवीक्षा अधिकारी तथा जिला मजिस्ट्रेट द्वारा नाम निर्दिष्ट जिले के एक प्रतिष्ठित नागरिक सदस्य होंगे। अधीक्षक, सदस्य सचिव होंगे।
धार्मिक विश्वास और जातीय पूर्वाग्रह	681 . बंदियों के धार्मिक विश्वासों को सभी मामलों में उचित सम्मान दिया जाएगा जहां तक यह आदेश, अनुशासन, स्वास्थ्य और नैतिकता के अनुकूल है।
प्रार्थनाएं और मण्डलियां	682. प्रत्येक बंदी को एक शांत और व्यवस्थित ढंग से प्रार्थना करने या अपनी भक्ति करने की अनुमति दी जाएगी ।
माला	683. एक धर्म को मानने वाले बंदी, जिनके अनुयायी अपनी भक्ति पद्धति में माला को सहायक के रूप में उपयोग करने के अभ्यस्त हैं, उन्हें अपनी माला पहनने की अनुमति दी जाएगी। यदि बंदियों के परिजन माला के नवीकरण की व्यवस्था नहीं करते हैं तो उन्हें राज्य सरकार के खर्चे पर नवीकृत किया जा सकता है।
सिख	684. कृपाण (खंजर) को छोड़कर सिखों को अपने धर्म के प्रतीकों को बनाए रखने की अनुमति दी जाएगी और उन्हें टोपी के बजाय छोटी लंबाई का साफा और कड़ा, केश, कंघी और कच्छा रखने की अनुमति दी जाएगी।
जनेऊ	685. हिंदुओं को जनेऊ या पवित्र धागा पहनने की अनुमति दी जाएगी। जनेऊ का नवीकरण राज्य सरकार के खर्चे पर कराया जा सकता है
धर्म के पुजारी	686. धर्म के किसी भी पुजारी को किसी ऐसे बंदी के पास जाने की अनुमति नहीं दी जाएगी जो उसके अपने संप्रदाय से संबंधित नहीं है, जब तक कि बंदी स्वेच्छा से ऐसे पुजारी या मंत्री को देखने के लिए लिखित अनुरोध नहीं करता है
व्रत	687. (1) हिंदू बंदियों को यदि वे चाहें तो निम्नलिखित दिनों पर व्रत रखने की अनुमति दी जाएगी– शिव रात्रि, राम नवमी, अनंत चतुर्दशी, देवथान एकादशी, जन्माष्टमी, नवरात्र और भीम एकादशी। (2) मुस्लिम बंदियों को यदि वे चाहते हैं तो रमजान के महीने के दौरान रोजा करने की अनुमति दी जायेगी। (3) महिला बंदियों को, यदि वे चाहती हैं तो निम्नलिखित अवसरों पर उपवास (व्रत) रखने की अनुमति दी जाएगी–करवा चौथ, छठ पूजा, हरतालिका तीज, गणेश चतुर्थी, डाला छठ, ज्यूतिया (जीवित पुत्रिका) या अधीक्षक

	की अनुमति से कोई अन्य धार्मिक अवसर पर (4) किसी भी बंदी को अधीक्षक की पूर्व अनुमति से किसी अन्य धार्मिक अवसर पर उपवास रखने की अनुमति दी जा सकती है।
उपवास के दौरान प्रार्थना की सुविधायें	688. सभी श्रेणियों के बंदियों को जेल की दिनचर्या और अनुशासन के अनुकूल रहते हुए अधीक्षक की अनुमति से उपवास के दौरान अपने धार्मिक कर्तव्यों और प्रार्थनाओं में भाग लेने के लिए और महत्वपूर्ण धार्मिक त्योहारों का पालन करने के लिए सभी उचित सुविधाएं प्रदान की जाएंगी। यदि उपवास लंबी अवधि का है, जैसे–रमजान या नवरात्र तो उन्हें हल्का श्रम दिया जा सकता है,
धार्मिक और नैतिक व्याख्यान	689 (1) जिला मजिस्ट्रेट बंदियों के सामान्य उपयोगिता के धार्मिक और नैतिक विषयों में व्याख्यान देने की अनुमति मानद शिक्षकों को दे सकता है। व्याख्यान सामान्यतः सप्ताह में एक बार अधीक्षक द्वारा निर्धारित दिन को एक घंटे तक सीमित होगा। ऐसी शिक्षाओं के लिए आमतौर पर रविवार या अन्य जेल अवकाशों को प्राथमिकता दी जानी चाहिए। जेल का एक वरिष्ठ अधिकारी शिक्षण में उपस्थित होगा और यह देखेगा कि शिक्षाओं में ऐसा कुछ भी नहीं है जिसे आपत्तिजनक माना जा सके। यदि वह इसे आपत्तिजनक मानता है तो वह तुरंत अधीक्षक को सूचित करेगा। (2) उपयुक्त शिक्षकों का चयन अत्यंत महत्वपूर्ण है। यह आवश्यक है कि धार्मिक, नैतिक और इसी तरह के विषयों पर, जिनके बंदियों के लिए मददगार होने की संभावना हो, व्याख्यान देने के लिए शिक्षक, शैक्षिक रूप से और स्वभावतः योग्य व्यक्ति हो, और उसका रिकॉर्ड ऐसा होना चाहिए जिससे सभी विवादास्पद या आपत्तिजनक विषयों से बचने के लिए उस पर भरोसा किया जा सके और स्वयं को उन मामलों तक सीमित रखने जो बंदियों पर सुधारात्मक प्रभाव डालते हैं और आमतौर पर अपने विशेषाधिकारों का दुरुपयोग न करे। सभी राजनीतिक बातों से ईमानदारी से बचा जाना चाहिए। यदि आवश्यक हो, तो जिला मजिस्ट्रेट या अधीक्षक, शिक्षक से एक वचन पत्र प्राप्त कर सकता है कि वह अपने प्रवचनों को जिला मजिस्ट्रेट द्वारा अनुमोदित विषयों के बंदियों को शिक्षण में पूरी तरह से गैर–विवादास्पद और अनापत्तिजनक तरीके से और ऐसी शिक्षाओं के संबंध में जिला मजिस्ट्रेट या अधीक्षक द्वारा उसे दिए गए आदेश तक सीमित रखेगा। (3) विवादास्पद प्रकृति की कोई भी बात या जिसमें उत्तेजित करने की प्रवृत्ति हो या धर्मांतरण के प्रयास के रूप में माना जा सकता हो, शिक्षकों द्वारा सख्ती से बचा जाना चाहिए। शुद्व धार्मिक और नैतिक विषयों के अलावा शिक्षण में कृषि, प्राथमिक चिकित्सा, स्वच्छता, स्वच्छता और इसी तरह के विषयों पर व्याख्यान शामिल हो सकते हैं। (4) शिक्षक किसी भी पारिश्रमिक के हकदार नहीं होंगे। (5) अधीक्षक, बंदियों को पढ़ाने के लिए अनुमन्य शिक्षकों के नाम और उनके द्वारा दिये गये व्याख्यान की तारीखों और विषयों का रिकॉर्ड रखेगा।.
सार्वजनिक स्वास्थ्य पर व्याख्यान	690. (1) दृश्य–श्रव्य उपकरण की सहायता से सार्वजनिक स्वास्थ्य पर व्याख्यान आमतौर पर लोक स्वास्थ्य विभाग या किसी अन्य संबंधित सरकारी विभाग, गैर सरकारी संगठनों, पंजीकृत चिकित्सा व्यवसायी या चिकित्सा संस्थानों द्वारा आयोजित किया जाएगा और बंदियों को ऐसे व्याख्यान देने हेतु उस विभाग के अधिकारियों को दी गयी सुविधा का सभी उचित खर्च अधीक्षक वहन करेगा। पूर्ववर्ती पैराग्राफ में निहित नियम सामान्य रूप से ऐसे व्याख्यानों पर भी लागू होंगे (2) ऐसे प्रदर्शनों के लिए उपकरण के परिवहन और अन्य व्यवस्थाओं से जुड़े खर्च का भुगतान जेल विभाग द्वारा किया जा सकता है।
प्रार्थना	691. बंदियों को अपने–अपने बैरकों के प्रांगणों में सुबह ताला खोलने के बाद और शाम को ताला लगाने से पहले प्रार्थना या प्रार्थना गीत पढ़ने की आवश्यकता हो सकती है। इस प्रयोजन के लिए प्रार्थना गीतों का चयन अधीक्षक द्वारा किया जाएगा जो हर तरह से अनापत्तिजनक हो। अधीक्षक द्वारा चुने गए गीतों के अलावा कोई भी गीत किसी भी बंदी द्वारा किसी भी बहाने से नहीं गाया जाना चाहिए।

धार्मिक पुस्तकें	692. प्रत्येक बंदी को अपने कब्जे में स्थायी रूप से अपनी स्वयं की दो से अधिक धार्मिक पुस्तकें रखने की अनुमति

	नहीं दी जा सकती है।
बंदियों के लिए शैक्षिक कार्यक्रम	693. (1) महानिदेशक, (कारागार) यह सुनिश्चित करेंगे कि बंदियों के लिए शैक्षिक कार्यक्रम विकसित किए जाएं ताकि उनके समाजीकरण और पुनर्वास की प्रक्रिया को सुगम बनाया जा सके। राज्य के विभाग, गैर सरकारी संगठन (एनजीओ), अकादमिक व्यक्ति, कॉर्पोरेट घराने, व्यवसायी या कोई अन्य मान्यता प्राप्त एजेंसी ऐसे कार्यक्रमों में शामिल हो सकते हैं जिनमें बंदियों के शारीरिक और स्वास्थ्य शिक्षा, अकादमिक शिक्षा, सामाजिक शिक्षा, व्यावसायिक शिक्षा और सांस्कृतिक गतिविधियां शामिल होंगी। जहां तक संभव हो, बंदियों के शिक्षा कार्यक्रम को राज्य की शिक्षा प्रणाली के साथ एकीकृत किया जाएगा ताकि उनकी रिहाई के बाद बंदी बिना किसी कठिनाई के अपनी शिक्षा जारी रख सकें। ऐसे कार्यक्रमों के क्रियान्वयन के लिए जेल में नियुक्त शिक्षा अध्यापक जिम्मेदार होंगे। (2) विभिन्न स्तरों पर आयोजित किए जाने वाले शैक्षिक कार्यक्रम (क) 50 वर्ष से कम आयु का प्रत्येक सिद्धदोषी पुरुष या महिला, जो तीन महीने या अधिक के कारावास की सजा पाये हुए है, निम्न प्राथमिक स्तर तक पढ़ने, लिखने और अंकगणित की शिक्षायें प्राप्त करने के लिए उत्तरदायी होगा, जब तक कि उसे चिकित्सा अधिकारी द्वारा मानसिक या शारीरिक रूप से ऐसा प्राप्त करने के लिए अयोग्य घोषित न किया गया हो। विचाराधीन बंदियों और तीन महीने से कम के कारावास के लिए सजा पाए बंदियों को, यदि वे ऐसा चाहें तो, भी शिक्षा दी जा सकती है। (ख) शैक्षिक कार्यक्रमों का आयोजन निम्नानुसार विभिन्न स्तरों पर किया जायेगा– (एक) शुरुआती और अनपढ़ बंदियों के लिए, (दो) उन बंदियों के लिए जो प्राथमिक उत्तीर्ण हैं लेकिन जूनियर हाई स्कूल से कम स्तर के हैं (तीन) उन बंदियों के लिए जो जूनियर हाई स्कूल उत्तीर्ण हैं लेकिन हाई स्कूल स्तर से नीचे कि हैं; (चार) हाई स्कूल उत्तीर्ण करने वाले बंदियों के लिए, (पांच) उन बंदियों के लिए जो इंटरमीडिएट उत्तीर्ण कर चुके हैं और स्नातक या अन्य डिप्लोमा पाठ्यक्रमों को करना चाहते हैं। (ग) महानिदेशक विभिन्न शैक्षिक कार्यक्रमों की परीक्षाओं के लिए केंद्र विनिश्चय करेंगा। ऐसी परीक्षाओं में शामिल होने वाले बंदियों को महानिदेशक की अनुमति से केंद्रों में स्थानांतरित किया जाएगा। विचाराधीन बंदियों के मामले में संबंधित अदालत को एक सूचना भेजी जाएगी।
बंदियों के शैक्षिक प्रास्थिति का दस्तावेजीकरण	694. प्रत्येक बंदी के प्रवेश के समय उसकी शिक्षा की स्थिति का पता लगाया जाएगा और प्रवेश रजिस्टर में और उसके हिस्ट्री टिकट पर दर्ज किया जायेगा। साक्षर बंदियों के मामले में वे जिस भाषा को पढ़ और लिख सकते हैं और उनके ज्ञान की सीमा और उत्तीर्ण परीक्षाएं, यदि कोई हों, को विस्तार से दर्ज किया जाएगा,
सिद्धदोषी शिक्षक	695. सिद्धदोषी जो इंटरमीडिएट की परीक्षा उत्तीर्ण कर चुके हैं या उस स्तर तक अध्ययन कर चुके हैं और अच्छे आचरण वाले हैं, उन्हें अधीक्षक द्वारा बंदी शिक्षकों के रूप में नियुक्त किया जा सकता है। यदि कोई बंदी शिक्षक के रूप में नियुक्त किया जाता है तो वह एक वरिष्ठ जेल अधिकारी या शिक्षा अध्यापक के मार्गदर्शन में काम करेगा।
सिद्धदोषी शिक्षक के कर्तव्य	696. प्रत्येक सिद्धदोषी शिक्षक को 10 से 15 बंदियों का एक समूह आवंटित किया जाएगा और वह बंदियों के ऐसे बैच को पाठ्यक्रम के अनुसार शिक्षा देगा।
बंदी का रिकार्ड	697. शिक्षा में प्रगति बंदी के इतिहास टिकट में अनुरक्षित की जायेगी और बंदी को दूसरी जेल में स्थानान्तरित होने पर उसके साथ भेजनी होगी, साथ ही उसकी रिहाई के दौरान रिहाई प्रमाण–पत्र में प्रगति भी अनुरक्षित होगी।

पुस्तकालय	698. (1) जेल में सभी श्रेणी के बंदियों के उपयोग के लिए कम से कम एक पुस्तकालय होना चाहिए। एक वरिष्ठ अधिकारी के प्रत्यक्ष पर्यवेक्षण के अधीन एक सुसंस्कृत साक्षर बंदी को लाइब्रेरियन नियुक्त किया जा सकता है जो पुस्तकों की एक सूची और उनको कैदियों को दिये जाने और वापस लौटाये जाने को दर्शाने वाला एक रजिस्टर बनाए रखेगा। कटी–फटी और तुड़ी–मुड़ी किताबों को परिक्षेत्र के उप महानिरीक्षक के समक्ष प्रस्तुत किया जाएगा ताकि ऐसी पुस्तकें खराब घोषित की जा सकें यदि वह इसे उचित और उपयुक्त समझे। (2) साक्षर सिद्धदोषियों को जेल पुस्तकालय से एक समय में दो से अधिक पुस्तकें लेने/रखने की अनुमति नहीं दी जा सकती है। (3) पुस्तकालय द्वारा बंदियों को जारी की गई पुस्तकों को रखने की अधिकतम अवधि दो सप्ताह से अधिक नहीं होगी ।
पुस्तकों के स्टॉक का सत्यापन	699. पुस्तकों के स्टॉक का सत्यापन जेलर द्वारा त्रैमासिक रूप से किया जाएगा और उसके परिणामों को अपनी रिपोर्ट बुक में अंकित किया जाएगा। जेल अधीक्षक इसे वर्ष में कम से कम दो बार सत्यापित करेंगे।
बंदियों के लिए समाचार पत्र, पत्रिकाएं और अध्ययन सामग्री	700. (1) साधारण श्रेणी के साक्षर बंदियों को हिंदी, उर्दू या अंग्रेजी में दैनिक और साप्ताहिक समाचार पत्र जो निषिद्ध सूची में नहीं हैं, मिलेंगे। दो दैनिक समाचार पत्र, अधिमानतः कम से कम एक हिंदी में और एक उर्दू या अंग्रेजी में आवश्यकतानुसार एक सर्कल या जेल में प्रत्येक 100 बंदियों या उसके अंश को, जैसा भी मामला हो, के लिए जारी किया जाएगा। बंदियों को उपलब्ध कराने से पहले इन समाचार पत्रों को सेंसर किया जाएगा। (2) उच्च श्रेणी के सिद्धदोषियों को सरकारी खर्चे पर दिए जाने वाले समाचार पत्र आदि अन्य सिद्धदोषियों को सौंपे जा सकते हैं, जब उन सिद्धदोषियों द्वारा जिन्हें वह उपलब्ध कराया गया है पढ़ लिया गया हो। (3) किसी भी सार्वजनिक संस्थान या सोसाइटी द्वारा समाचार पत्रों और पत्रिकाओं को कैदियों के उपयोग के लिए जमा किया जा सकता है, परन्तु यह कि वे निषिद्ध सूची में न हो। (4) शैक्षिक कार्यक्रमों में भाग लेने वाले बंदियों को कॉपी किताबें, पेंसिल, पेन, स्याही और कोई अन्य अध्ययन सामग्री की आपूर्ति की जा सकती है। तथापि, ऐसी वस्तुएं बाहरी स्रोतों से भी मंगवाई जा सकती हैं। ऐसी कॉपी पुस्तकों पर अधीक्षक द्वारा नामनिर्दिष्ट जेल अधिकारी द्वारा अल्पहस्ताक्षर किया जाएगा और बंदियों ों को जारी करने से पहले उनके पृष्ठों को संख्यांकित किया जाएगा। नोट– बाहरी स्रोतों से आपूर्ति का अर्थ है मित्रों सम्बन्धियों या किसी संस्था या सोसाइटी द्वारा आपूर्ति, लेकिन इसमें उनके या बंदियों द्वारा जेल अधिकारियों के पास खरीद के लिए जमा धन शामिल नहीं होगा।
शारीरिक व्यायाम, खेल आदि	701. (1) महानिदेशक द्वारा इस सम्बन्ध में जारी किए गये अनुदेशों के अधीन रहते हुए अधीक्षक शारीरिक व्यायाम, वॉलीबॉल, रस्साकशी आदि सस्ते खेल और बंदियों के नैतिक और सांस्कृतिक लाभ के लिए स्वस्थ मनोरंजन की सुविधाएं, विशेषतः रविवार, जेल–छुट्टियों और कार्य दिवसों में शाम को और इस ढंग से प्रदान करेगा, जो जेलों के लिए विहित दिनचर्या को बाधित न करे। (2) सिद्धदोषिय युवा वयस्कों के लिए शारीरिक व्यायाम, स्काउटिंग और खेलों की शिक्षा उपलब्ध करायी जायेगी। (3) नैतिक लाभ एवं स्वस्थ व्यायाम के रूप में अधीक्षक द्वारा ध्यान, योग आदि के कार्यक्रमों की भी व्यवस्था की जा सकती है।
सुविधाएं	702 (1) साधारण श्रेणी के बंदी, जीवन की सुविधाओं के पूरक के रूप में महानिदेशक द्वारा उचित मात्रा मे तय किये गये एक महीने के लिए निम्नलिखित सामाग्री रिश्तेदारों से प्राप्त कर सकते हैं– सिगरेट, बीड़ी, चबाने वाला तंबाकू और सूंघनी (सिगरेट के दस पैकेट, बीड़ी के छह बंडल, और 50 ग्राम तंबाकू प्रति सप्ताह तक सीमित) गुड, साबुन, टूथ पाउडर या पेस्ट , टूथ ब्रश , समाचार पत्र और पत्रिकाएं बशर्ते वे प्रतिबंधित सूची में न हों ; सस्ते संगीत वाद्ययंत्र (जैसे बांसुरी या माउथऑर्गन) टैल्कम पाउडर, बूट पॉलिश, बैग, इनडोर खेलों के सामान, चीनी,

	अचार, शहद, घी, पैक्ड बेकरी आइटम, सूखे और ताजे फल आदि नोट– यदि अधीक्षक को कोई संदेह है कि कोई विशेष पुस्तक विहित है या नहीं, तो वह मामले को जिला मजिस्ट्रेट को संदर्भित करेगा। बाहर से प्राप्त पुस्तकों और पत्रिकाओं के कवर और बाइंडिंग आदि की सावधानीपूर्वक जांच की जानी चाहिए कि उनमें कोई प्रतिबंधित वस्तु तो नहीं है। (2) एक सामान्य श्रेणी का बंदी, अधीक्षक की पूर्व मंजूरी से मित्रों, रिश्तेदारों और किसी अन्य वैध स्रोत से उचित धनराशि प्राप्त कर सकता है, जैसा कि अधीक्षक किसी भी कैलेंडर माह में नियत करे ऐसा धन बंदी के खाते में जमा किया जाएगा और उसे पैराग्राफ 705 में उल्लिखित वस्तुओं या बंदियों के कल्याण कैंटीन से अनुमन्य, किसी भी वस्तु की खरीद पर खर्च किया जा सकता है। (3) जेल में बंद 21 वर्ष से कम आयु के किसी भी बंदी को बीड़ी, सिगरेट, चबाने वाली तंबाकू और सूंघनी की अनुमति नहीं होगी।
बंदी कल्याण कैन्टीन और कल्याण कोष	703. प्रत्येक जेल में एक बंदी कल्याण कैंटीन तथा बंदी कल्याण कोष होगा। ऐसी कैंटीन और निधि के संचालन के नियम परिशिष्ट–सी में दिए गए हैं।
बंदी पंचायत	704. प्रत्येक कारागार में बंदियों की एक पंचायत होगी, जिसमें सावधानीपूर्वक चुने गए बंदी होंगे। चयनित बंदी अच्छे आचरण वाले होंगे और उनमें कार्यक्रमों और गतिविधियों को आयोजित करने की क्षमता और योग्यता होगी। जेल प्रशासन द्वारा पंचायत के कामकाज की लगातार निगरानी की जाएगी। अधीक्षक और जेलर यथासंभव पंचायत की बैठकों में व्यक्तिगत रूप से भाग लेंगे। पंचायत वरिष्ठ अधिकारियों के पर्यवेक्षण में बंदियों के लिए नियमित मनोरंजक और सुधारात्मक कार्यक्रमों की योजना बनायेगी और उनका क्रियान्वयन करेगी, ताकि बंदियों में भागीदारी की भावना विकसित हो। पंचायत का उपयोग बंदियों द्वारा अपनी समस्याएं व्यक्त करने और उनके समाधान की मांग करने का अवसर देने के लिए भी किया जाएगा। ऐसी पंचायत के लिए नियम परिशिष्ट सत्रह में दिए गए हैं।
नाई की दुकान और लान्ड्री	705. अधीक्षक द्वारा यथा विनिश्चत, आवश्यकता एवं अन्य शर्तों के अनुसार जेल में नाई की दुकान और लांड्री की स्थापना, की जा सकती है।
दृश्य–श्रव्य सहायक उपकरण	706 शैक्षिक और मनोरंजक उद्देश्यों के लिए दृश्य–श्रव्य सहायक उपकरण जैसा कि अधीक्षक द्वारा अवधारित किया जाय, पर्याप्त संख्या में उपलब्ध कराये जायेंगे। ऐसे उपकरण अधीक्षक द्वारा नियत समय पर चलाये जायेंगे। इन उपकरणों पर दिखाये जाने वाले कार्यक्रमों को सम्बन्धित जेल अधिकारी द्वारा सेंसर किया जायेगा।
बंदी अन्तरक्रियात्मक सूचना कियास्क	707. जेल में, एक कंप्यूटर टर्मिनल की विशेषता वाला इंटरैक्टिव बंदी सूचना कियोस्क ऐसी संख्या मे स्थापित किया जा सकता है जैसा कि महानिदेशक द्वारा विनिश्चित किया जाय, जिससे बंदी अपनी विशिष्ट संख्या प्रविष्टि करके, परिहार, उपार्जित प्रोत्साहन आद जैसी सूचनायें और ऐसी कोई भी सूचना जिसे महानिदेशक आवश्यक समझे, को प्राप्त में सक्षम हो सके।

अध्याय–30

अनुशासन और रात्रि पहरा

बंदी सभी वैध आदेश का पालन करेंगे	708. प्रत्येक बंदी एक जेल अधिकारी अथवा सिद्धदोष अधिकारी द्वारा दिये गये प्रत्येक वैध आदेश का पालन करेगा। नोट– जेल अपराधों की सूची के लिए, कृपया अध्याय 32 देखें।
भूख हड़ताल	709. भूख हड़ताल करने वाले वाले बंदियों को चेतावनी दी जाएगी कि उनकी किसी भी कथित शिकायत के निवारण के लिये किये गये किसी भी अनुरोध पर तब तक विचार नहीं किया जाएगा जब तक कि हड़ताल जारी रहती है, कि भूख हड़ताल एक बड़ा जेल अपराध है, कि सामूहिक भूख हड़ताल विद्रोह के बराबर है और भूख हड़ताल करने वालों को या तो विभागीय रूप से या जेल अधिनियम, 1894 (अधिनियम संख्या–नौ सन 1894) की धारा 52 के अधीन अभियोजन द्वारा दंडित किया जा सकता है, जिसके अधीन उन्हें कारावास की सजा दी जा सकती है जो एक वर्ष तक हो सकती है। भूख हड़ताल करने वाले पर सामान्यतः महानिरीक्षक की पूर्व अनुमति के बिना कारागार अधिनियम के अधीन अभियोग नहीं चलाया जाना चाहिए।
भूख हड़ताल की घटना पर कार्यवाही	710. (क) जब एक या अधिक बंदी भूख हड़ताल करते हैं तो उन्हें तुरंत अन्य बंदियों से और जहाँ तक संभव हो एक दूसरे से अलग कर दिया जायेगा। भूख हड़ताल के सभी मामलों की सूचना तुरंत जिला मजिस्ट्रेट, उप महानिरीक्षक कारागार, महानिरीक्षक कारागार, और संबंधित न्यायालय को दी जाएगी। महानिरीक्षक कारागार राज्य सरकार को भूख हड़ताल के कारणों सहित मामले को रिपोर्ट करेगा और अधीक्षक द्वारा की गई कार्रवाई, यदि कोई हो, की रिपोर्ट देगा। हड़ताल समाप्त होने पर और जब भूख हड़ताल पर बैठे बंदी के स्वास्थ्य पर प्रतिकूल प्रभाव पड़ा हो तो भी महानिदेशक, (जेल) जिला मजिस्ट्रेट, उप महानिरीक्षक कारागार और राज्य सरकार को भी एक रिपोर्ट प्रस्तुत की जाएगी, (ख) चेतावनी के बाद, यदि किसी अन्य दण्ड द्वारा भूख हड़ताल करने वाले बंदी को रोके जाने की संभावना नहीं है तो वह अधिनियम की धारा 52 के अधीन अभियोजित किया जा सकता है। जब अधिनियम की धारा 52 के अधीन अभियोजन चलाया जाता है, तो कार्यवाही, जहां तक संभव हो, जेल के अन्दर ही आयोजित की जानी चाहिए और जितना शीघ्र हो सके उतना शीघ्र प्रारम्भ और समाप्त किया जाना चाहिए। (ग) ऐसे बंदियों को मुलाकात एवं पत्रों के संबंध में मिली सामान्य रियायत को केवल कानूनी पेशे के सदस्यों तक ही सीमित कर दिया जाएगा। (घ) यदि किसी बंदी द्वारा लगातार भोजन लेने से इनकार करने के कारण उसका स्वास्थ्य गिर रहा हो तो चिकित्सा अधिकारी द्वारा दिये गये सुझावों को प्रभावी किया जायेगा। (ङ) चिकित्सा अधिकारी भूख हड़ताल पर बैठे बंदी के स्वास्थ्य पर प्रतिदिन अधीक्षक को रिपोर्ट प्रस्तुत करेगा। अधीक्षक, इसे महानिरीक्षक के माध्यम से राज्य सरकार को अग्रेषित करेगा। अधीक्षक बंदी के स्वास्थ्य पर एक रिपोर्ट जिला मजिस्ट्रेट, उप महानिरीक्षक कारागार और संबंधित न्यायालय को भी भेजेगा।
हमलों के खिलाफ सावधानियां	711. बंदियों द्वारा अधिकारियों या भ्रमणकर्ताओं पर हमले के खिलाफ सावधानी के तौर पर निम्नलिखित निर्देश निर्धारित किये गए हैं– (1) जब कोई शासकीय या अशासकीय विजिटर बंदियों के पास से गुजरता है, तो बंदी, यदि वे खड़े हों , अपने स्थानों पर सावधान की मुद्रा में खड़े रहेंगे. प्रभारी वार्डर यह देखेगा कि बंदियों के पास ऐसा कुछ भी नहीं है जो

	उन्हें हमला करने हेतु समर्थ बना सकें। (2) कभी–कभी चाकू या कट्टन और अन्य यत्रों का प्रयोग बंदी द्वारा हमले के हथियार के रूप में उपयोग किया जाता है । इसलिए यह आवश्यक है कि बंदियों की सघनता से पूरी तलाशी की जाय। कार्यशालाओं या अन्य स्थानों पर कार्य करने के लिए आवश्यक चाकू या कट्टन और अन्य उपकरणों की संख्या को न्यूनतम सीमा में रखना चाहिए और ऐसे अधिकृत उपकरणों का सावधानीपूर्वक रिकॉर्ड रखा जाना चाहिए और उपकरण सूची से संख्याओं की जांच हर सुबह, दोपहर और शाम को की जानी चाहिए। (3) एक लकड़ी के हथोड़े को भी हमले के लिए एक हथियार के रूप में उपयोग किया जा सकता है और बंदियों द्वारा उपयोग किए जाने वाले सभी लकड़ी हथोड़ों को एक चेन से बांधकर एक खूंटी से स्थिर कर दिया जाना चाहिए, जिससे उसे हटाने और हमले के लिए एक हथियार के रूप में प्रयोग करने से रोका जा सके। प्रयोग की जाने वाली चेन हल्की लेकिन मजबूत होनी चाहिए।
छूरा (उस्तरा)	712– उपयोग में आने वाले सभी उस्तरों को नाई की कलाई पर चमड़े के पट्टा से बांधा जाएगा और उपयोग में न आने वाले उस्तरों को सावधानीपूर्वक बंदी की पहुंच से बाहर रखा जाएगा।
जेल में अस्थायी असुरक्षा की स्थिति में सावधानियां	713. यदि किसी कारण से जेल किसी भी समय अस्थायी रूप से असुरक्षित हो जाती है, तो अधीक्षक इस तथ्य की सूचना जिला मजिस्ट्रेट और पुलिस अधीक्षक के साथ–साथ महानिरीक्षक कारागार और उप महानिरीक्षक कारागार को देगा। पुलिस अधीक्षक बंदियों और जेल की सुरक्षा के लिए आवश्यक संख्या में पुलिस बल की आपूर्ति असुरक्षा के कारण को दूर जाने तक करेगा।
प्रत्येक बंदी का किसी जेल अधिकारी के प्रभार में होना	714. जेलर यह देखेगा कि जेल में प्रत्येक बंदी दिन और रात दोनों समय जेल अधिकारी के प्रभार में रहेगा। प्रत्येक बंदी के नाम, का रिकॉर्ड, माता–पिता के नाम और प्रवेश संख्या के साथ दिन में गैंगबुक में और रात्रि में बैरक सूची में रखा जाएगा। गैंगबुक और बैरक–सूचियां इस प्रकार तैयार रखी जाएंगी और जेल अधिकारियों हेतु इस प्रकार आराम की व्यवस्था की जायेगी और अभिलिखित किया जाएगा कि पलायन अथवा जेल कर्मचारियों की लापरवाही के परिणामस्वरूप घटने वाली किसी अन्य घटना का उत्तरदायित्व निश्चित रूप से और सभी संदेहों से पर नियत किया जा सके।
पलायन रोकने के लिए बंदियों पर सतर्कता	715 (क) बंदियों के ठीक ऊपर के प्रभारी अधिकारी अपने प्रभार के बंदियों की प्रत्येक गतिविधि और कार्यों पर सतर्क निगरानी रखेंगे और उनके पलायन को रोकने के लिए अधिकतम सजगता और सतर्कता का उपयोग करेंगे। (ख) बंदियों को आमतौर पर उच्च खड़ी फसलों, झाड़–झंखाड़, झाड़ियों या ऐसे स्थान के पास नियोजित नहीं किया जाएगा जो छिपने या भागने की सुविधा प्रदान करते हैं। जेल में या उसके आस–पास या उस जगह जहां बंदी आमतौर पर काम करते हैं, किसी भी तरह की झाड़–झंखाड या झाड़ियों को उगने नहीं दिया जाएगा। जब किसी बंदी को झाड़–झंखाड़, या झाड़ियों को हटाने के लिए नियोजित किया जाता है तो राइफल और हथियारों से युक्त एक वार्डर को मौके पर ड्यूटी के लिए तैनात किया जाएगा।
जेलों को खोलना और बंद करना	716. जेलर अपने प्रभार के बंदियों के ताला खोलने और बंद करने का पर्यवेक्षण करेगा और प्रत्येक बैरक के अंदर ड्यूटी के लिए सिद्धदोषी अधिकारियों की एक सूची बनाये रखेगा। ताला खोलने और बंद करने में जेलर की सहायता डिप्टी जेलर या इस ड्यूटी के लिए नियुक्त अन्य अधिकारियों द्वारा की जाएगी, जो बैरकों की सूची रखेगा और ताला खोलने पर बंदियों का नाम पुकारेगा।
ताला खोलने और बंद करने के संबंध में कर्तव्यों का आवंटन	717. अधीक्षक अपनी आदेश पुस्तिका में लिखे एक आदेश द्वारा प्रत्येक अधिकारी को जेल खोलने और बंद करने हेतु ड्यूटी को और बैरक को आवंटित करेगा। जेलर प्रायः जेल के अलग–अलग हिस्सों का दौरा करेगा ताकि यह देखा जा सके कि ताला खोलने और बंद करने का काम ठीक तरीके से किया जा रहा है।
कुछ वार्डों को खोलने और बंद करने का	718. जेलर कार्यपालक प्रभारी के रूप में व्यक्तिगत रूप से सजायाफ्ता बंदियों और उच्च सुरक्षा सेलों को खोलने और बंद करने का पर्यवेक्षण करेगा। जहां कोई महिला डिप्टी जेलर नहीं है, वहां जेलर महिला वार्डों के ताला

जेलर द्वारा पर्यवेक्षण	खोलने और बन्द करने का भी पर्यवेक्षण करेगा।

सुबह की घंटी	719. वर्ष भर, सूर्योदय से 45 मिनट से एक घंटे पहले मुख्य द्वार की घंटी बजाई जाएगी।
घंटी बजने पर बंदियों का उठना	720 प्रातः जैसे ही घंटी बजेगी बन्दी उठ जायेंगे। वे अपने बिस्तरों और कंबलों को अच्छी तरह से मोड़ेंगे अपने सोने के स्थान पर रखेंगे, और फिर वार्ड के बीच में दो–दो की संख्या में बैठ जायेंगे।
बंदियों की गणना	721. जेलर और अन्य जेल अधिकारियों के आने पर प्रत्येक बैरक का ताला खोला जाएगा। बंदियों को दो–दो की संख्या में बाहर ले जाया जाएगा और दिन के हेड वार्डर द्वारा बंदियों के प्रभारी वार्डर की उपस्थिति में गिना जाएगा। इस ड्यूटी के लिए तैनात अधिकारी द्वारा गणना किये गये बंदियों की संख्या और प्रत्येक बैरक की सूचियों में प्रविष्टियों की तुलना करके उसे सत्यापित किया जायेगा।
जेल को खोलना	722. जब बंदियों की गिनती हो जायेगी और जेलर स्वयं से संतुष्ट है कि खोले गए बंदियों की संख्या सही है तो जेल की घंटी 03 बार बजायी जायेगी जो सभी अधिकारियों के लिए इस बात का संकेत होगी कि खोले गये बंदियों की संख्या सही है।
नित्यक्रिया और सुबह का भोजन	723. जेल का ताला खोलने के बाद बंदी शौचालयों और स्नान के प्लेटफार्म पर व्यवस्थित तरीके से जाएंगे। जब बंदियों द्वारा अपने हाथ धो लिये गये और अपने दाँत और मुँह साफ कर लिए गये हों, तो सुबह का भोजन नियत स्थान पर बाँट दिया जाएगा।
दल में विभाजित किया जाना	724. जब बंदियों द्वारा सुबह का भोजन कर लिया जाय तो उन्हें जेलर द्वारा या उसके आदेश के अधीन उन्हें संबंधित दलों में बांटा जाएगा। जेलर द्वारा प्रभारी वार्डर से एक दल पुस्तिका तैयार कराया जायेगा। अपने माता–पिता और प्रवेश संख्या के साथ बंदियों के नाम का रिकॉर्ड दल पुस्तिका दर्ज किया जाएगा और दिन के दौरान प्रत्येक वार्डर को सौंपा जाएगा। एक बंदी का एक दल से दूसरे दल में होने वाले में होने वाले किसी भी परिवर्तन को जेलर और सर्किल के प्रभारी डिप्टी जेलर के अल्प हस्ताक्षर के साथ उसमें दर्ज किया जायेगा।
दल की जांच	725. दल पुस्तिका की प्रतिदिन जांच की जायेगी और उस पर जेलर, सर्किल के प्रभारी डिप्टी जेलर और प्रभारी वार्डर द्वारा अल्प हस्ताक्षर किया जाएगा जो इस बात का संकेत होगा कि सही संख्या में बंदियों को प्राप्त किया गया है।
दल का अपने कार्यस्थल पर जाना	726. प्रत्येक दल का प्रभारी वार्डर अपने दल को उसके कार्य स्थल तक ले जाएगा। जब दल अपने श्रम के स्थान पर पहुंच आता है तो बंदी अपने अतिरिक्त कपड़ों को मोड़कर अपने वाहन के पास की एक पंक्ति में रखेगा।
मध्यांतर का भोजन	727. 11 बजे मुख्य द्वार की घंटी बजाई जाएगी, तब कैदी काम करना बंद कर देंगे और स्नान प्लेटफार्म तक पंक्तियों में जायेंगे। स्नान करने के बाद वे भोजन वितरण के लिए नियत स्थान की ओर प्रस्थान करेंगे। जेल अधिकारी की मौजूदगी में बंदियों को भोजन का वितरण किया जाएगा। वाह्य दल आधे घंटे पहले काम बंद कर देंगे और जेल के आंतरिक भाग में अन्य बंदियों के साथ अपने स्नान और भोजन के लिए समय पर लौट आएंगे। जेल के बाहर बंदियों को स्नान और भोजन कराने की सामान्यतया अनुमति नहीं होगी।
मध्याहन भोजन के बाद प्रक्रिया	728. जब भोजन कर लिया जाय तो कैदी अपनी थाली में बचे हुए भोजन को इस उद्देश्य के लिए रखे गए कचरे के कंटेनरों में डाल देंगे। वे अपनी थाली, हाथ और मुंह भी धो लेंगे।. सर्दी के मौसम में मध्याह्न भोजन परेड और अनुमन्य आराम के बाद बंदियों को सुबह की तरह ही उनके श्रम स्थान पर वापस ले जाया जाएगा। लेकिन गर्मी के मौसम में उन्हें दोपहर के समय आराम करने की अनुमति होगी।

भोजन की जांच	729. जेलर एवं अधीक्षक द्वारा इस कार्य के लिए नामित अधिकारी सुबह, दोपहर और शाम को बंदियों को भोजन के वितरण के समय उपस्थित रहेंगे। वे वितरित किए गए सभी राशनों के वजन को सत्यापित करेंगे और उपयोग में लाये जो रहे बांट और माप की प्रायः जांच करेंगे और बंदियों द्वारा की गई किसी भी शिकायत को नोट करते हुए लिखित रूप में इस बात को रिपोर्ट करेंगे कि वितरित किया गया भोजन वजन में या अन्यथा सही था। यदि की गयी शिकायत वैध है और किसी जेल अधिकारी की गलती के कारण घटित हुई है, तो अधीक्षक ऐसी कार्रवाई जिसे वह ठीक समझे करेगा और अपनी आदेश पुस्तिका दर्ज करेगा। यदि कोई बंदी झूठी या दुर्भावनापूर्ण शिकायत करेगा तो उसे दंडित किया जाएगा। नोट– कम से कम पांच प्रतिशत भोजन की जाँच अधिकारी द्वारा बंदियों की उपस्थिति में की जायेगी।
शाम का भोजन और ताला बंद किया जाना	730. ताला लगाने के लिए सर्दी में अपरान्ह 4.30 बजे और गर्मी में अपरान्ह् 5.30 बजे मुख्य द्वार की घंटी बजाई जाएगी और बंदी अपना काम रोक देंगे। बंदी अपने बर्तन और अतिरिक्त कपड़े एकत्र करेंगे और उस स्थान की ओर जायेंगे जहां दल बनाये गए थे। जब हेड वार्डर द्वारा उनकी गिनती कर ली जाय तो वे अपने–अपने बाड़ों में चले जाएंगे और शौच जाने के पश्चात अपने हाथ और मुह धोकर उसी तरह शाम का भोजन प्राप्त करेंगे जैसे दोपहर का भोजन प्राप्त किये थे।
वार्डर की ड्यूटी	731. साधारणतया एक वार्डर की आठ घंटे की ड्यूटी होगी। वार्डरों की दिन और रात की ड्यूटी छह बैचों में बांटी जाएगी। अधीक्षक जेल की सुरक्षा और प्रबंधन को ध्यान में रखते हुए किसी ड्यूटी का समय और अवधि तय करेगा।
रात में बंदियों का बंद करना	732. शाम का भोजन करने के बाद बंदियों को निम्नलिखित तरीके से बंद किया जाएगा– (1) बंदी अपने कपड़े, बिस्तर और कम्बल की पूरी किट लेकर अपने सोने की बैरक के बाहर लाइन में परेड करेंगे। तब ड्यूटी पर उपस्थित हेड वार्डर और प्रभारी वार्डर प्रत्येक बैरक की तलाशी लेंगे और जाली की जांच करेंगे। आदेश दिये जाने पर वे खड़े हो जाएंगे और अपने बिस्तर की ओर कदम आगे बढ़ायेंगे । (2) तब ड्यूटी पर तैनात वार्डर, सिद्धदोष निरीक्षक और रात्रि प्रहरी निजता और शिष्टता को ध्यान में रखते हुए प्रत्येक बंदी की सावधानीपूर्वक तलाशी लेगा और ड्यूटी पर तैनात हेड वार्डर और बैरक के प्रभारी अधिकारी की उपस्थिति में उसके कपड़ों और बिस्तरों की भी तलाशी लेगा। जब तलाशी पूरी हो जायेगी तो बंदी फिर से पंक्तियां बनायेगा, अपने बिस्तर लपटेगा और जोड़े में बैठ जायेगा। (3) अधीक्षक द्वारा इस ड्यूटी के लिए नामित उप जेलर सिद्धदोष अधिकारियों के नाम और उनकी ड्यूटी के घंटे पुकारेगा और स्वयं को इस बात से संतुष्ट करेगा कि वे अपने ड्यूटी के घंटों को जानते हैं। फिर बंदी खड़े हो जायेंगे बैरक के गेट तक जोड़ों में जायेंगे, जहां डिप्टी जेलर या इस ड्यूटी के लिए नामित अन्य अधिकारी प्रत्येक बंदी का नाम पुकारेंगे और बैरक सूची में उसे चिन्हित करेंगे, अपना नाम पुकारे जाने पर बंदी बैरक में प्रवेश करेगा और अपना बर्थ संख्या दोहराएगा। (4) बंदी जोड़े में बैरक के बीच में बैठ जायेंगे और हेड वार्डर, वार्डर और प्रभारी अधिकारी कैदी की गणना करेंगे। (5) तब जेल अधिकारी बैरक से बाहर जायेंगे और दरवाजा बंद कर देगें, लेकिन तब तक वहां उपस्थित रहेंगे जब तक कि प्रथम प्रहर के लिए तैनात सिद्धदोष ओवरसियर बंदियों की गिनती नहीं कर लेता और बंदियों की संख्या सही होने की सूचना नहीं दे देता। तब कैदी अपने सीटों पर चले जाएंगे। बैरक में बंद बंदियों की संख्या बैरक के बाहर दरवाजे के पास एक ब्लैक बोर्ड पर चाक से लिखी जाएगी। प्रभारी अधिकारी लॉक–अप रिपोर्ट बुक में बंद बंदियों की संख्या दर्ज करेगा और रात की ड्यूटी पर तैनात हेड वार्डर के हस्ताक्षर लेगा जिस समय जेल में बंद किया गया है, उसे लॉक–अप रिपोर्ट बुक में जेलर के हस्ताक्षर के ऊपर दर्ज किया जाएगा। रात 10 बजे के बाद गाना, पढ़ना, खेल खेलना, टीवी देखना आदि की अनुमति नहीं होगी (6) बंदियों को ताला लगाने का कार्य सामान्यतया सूर्यास्त से पहले पूर्ण कर लिया जाएगा। .
बदियों का आवागमन	733 (क) जेल के एक हिस्से से दूसरे हिस्से में बंदियों आवागमन व्यवस्थित तरीके से किया जाएगा, आदेश दिये जाने

	पर बंदी जोड़े में जायेगा। (ख) प्रत्येक बाड़े एवं में अन्य महत्वपूर्ण स्थानों पर जेल के एक हिस्से से दूसरे हिस्से में बंदियों के आवागमन को रिकॉर्ड करने के लिए आवागमन रजिस्टर रखा जाएगा इस रजिस्टर में आने–जाने का समय और बंदियों की अभिरक्षा का भी उल्लेख किया जाएगा
सीट	734. प्रत्येक बैरक में सीट को संख्यांकित किया जाएगा, एक तरफ सम संख्या और दूसरी ओर विषम संख्या। प्रत्येक बंदी को एक सीट आवंटित की जाएगी और बैरक सूची में सीट की संख्या दर्ज की जाएगी। जहां तक संभव हो बंदियों को धर्म, नस्ल, जाति और निवास स्थान के आधार पर विभेद के बिना बैरकों में एक साथ मिलाया जाना चाहिए। जेलर के आदेश के बिना बंदियों को एक बैरक से दूसरे बैरक में स्थानांतरित नहीं किया जाएगा
लम्बी अवधि के सिद्धदोषी तथा संवेदनशील बंदी	735. नए प्रवेश किए हुए दीर्घ अवधि के सिद्धदोषियों और अधीक्षक या न्यायालय द्वारा खतरनाक और संवेदनशील के रूप में वर्गीकृत बंदियों तथा के लिए प्रत्येक बैरक में पर्याप्त स्थान आरक्षित रखा जाएगा। ऐसे बंदियों को हर रात अलग–अलग बैरक में बंद किया जाएगा। सामान्यतया ऐसा स्थान प्रत्येक बैरक में गेट के पास इस प्रयोजन से आरक्षित किया जाएगा ताकि गश्त करने वाले या भ्रमण पर आने वाले अधिकारियों द्वारा जांच की जा सके। सिद्धदोष ओवरसीयर ऐसे बंदियों पर विशेष निगरानी रखेंगे। सिद्धदोष ओवरसीयर और सिद्धदोष रात्रि प्रहरी पूरी बैरक में समान रूप से फैल जायेंगे और उन्हें आवंटित स्थान दीवार पर सी0एन0डब्लू0 और सी0ओ0 लिखकर चिहिन्त की जायेगी ताकि प्रत्येक बैरक में रात्रि में अनुशासन बनाने हेतु उत्तरदायित्व निर्धारित किया जा सके। जहां तक व्यवहारिक हो एक ही दल या कार्यशाला में कार्य करने वाले बंदियों की एक ही बैरक या सर्किल में बंद किया जाना चाहिए। वाह्य दल में कार्य करने वाले बंदियों को जहां तक संभव हो अलग रखा जाना चाहिए। **नोट– कुछ बंदियों की विशेष निगरानी**–प्रत्येक संवेदनशील और खतरनाक बंदी के विषय में और कोई अन्य महत्वपूर्ण तथ्य अवमोचक हेडवार्डर और वार्डर को विशेष रूप से बताया जाना चाहिए ताकि ड्यूटी पर आ रहे उन सुरक्षा कर्मियों द्वारा उन पर विशेष निगरानी रखी जायेगी।
एक ही मामले के बंदियों को अलग रखना	736. एक ही मामले के बंदियों को, जहां तक संभव हो, अलग बैरकों में बंद किया जाएगा और उन्हें अलग–अलग दलों में कार्य दिया जाएगा।
प्रकाश	737 (क) प्रत्येक बैरक पर्याप्त रूप में प्रकाशित होना चाहिए। बिजली आपूर्ति की विफलता की दशा में बैरकों और बाड़ों को जनरेटर–सेट, इनवर्टर, इमरजेंसी लाईट और टॉर्च आदि से प्रकाशित किया जाना चाहिए। (ख) जेल में उपयोग में आने वाले सभी प्रकाश उपकरणों की एक सूची रखी जाएगी। और उसकी प्रतियां जेलर के कार्यालय में रखी जाएगी। (ग) वार्डों और बैरकों की निगरानी और प्रकाश की व्यवस्था से सम्बन्धित नियम केन्द्रीय गलियारे वाली सेलुलर बैरकों पर भी लागू होंगे जिसमें एक सिद्धदोष ओवरसीयर ड्यूटी पर होगा
सेल और उच्च सुरक्षा बैरकों के बंदी पुकारने पर उत्तर देंगे	738. कोई बंदी जो एक सेल और उच्च सुरक्षा बैरकों में बंद है, वह आधी रात को या किसी अन्य समय पर पुकारने पर उसका जवाब देगा जब किसी अधिकारी जो राउंड या गश्ती ड्यूटी पर है, को उसकी उपस्थिति के संबंध में कोई संदेह हो।
रात्रि ड्यूटी पर तैनात हेड जेल वार्डर के कर्तव्य	739. रात्रि ड्यूटी पर तैनात प्रत्येक जेल हेड वार्डर के कर्तव्य हैं – (1) यह देखना कि रात में ड्यूटी पर तैनात सिद्धदोष अधिकारी और वार्डर सतर्क हैं ; (2) प्रत्येक बैरक या सेल ब्लॉक के चारों ओर जाना और ताले, जाली, दरवाजे, दीवारों और छतो की जांच करके स्वयं को संतुष्ट करना कि सब ठीकठाक है; (3) ड्यूटी पर तैनात बंदी प्रहरी से हर दो घंटे में कम से कम एक बार बंदियों की गिनती करवाना और स्वयं को

	संतुष्ट करना कि संख्या सही है; (4) यह देखना कि प्रत्येक बैरक और सेल, जिसमें बंदी हैं, अच्छी तरह से प्रकाशित है; (5) बीमारी के किसी भी गंभीर मामले की सूचना तत्काल चिकित्सा अधिकारी और जेलर को देना; (6) किसी भी घटना जिसके लिए त्वरित कार्रवाई की आवश्यकता है जैसे पलायन, दंगा, आग आदि के घटित होने पर अलार्म बजाना और रात्रि की ड्यूटी पर तैनात अधिकारी और जेलर को तत्काल सूचना भेजना; (7) जेल में शान्ति, व्यवस्था और सुरक्षा बनाए रखना।
रात्रि ड्यूटी पर तैनात जेल वार्डर के कर्तव्य	740. रात्रि ड्यूटी पर तैनात प्रत्येक जेल वार्डर के कर्तव्य हैं– (1) सजगता से बंदियों और परिसर की निगरानी करना जिससे कि जेल में शान्ति, व्यवस्था और सुरक्षा बनी रहे; (2) यह देखना कि सिद्धदोष प्रहरी कभी बैठे नहीं और अपनी निगरानी के दौरान लगातार बैरकों की गश्त करता रहे और सिद्धदोष निरीक्षक अपनी ड्यूटी पर सतर्क रहे। (3) प्रत्येक बैरक का परीक्षण करते हुए लगातार गतिमान रहेगा यह देखने के लिए कि प्रत्येक बंदी अपने विस्तर पर है और यह कि वार्ड उचित रूप से प्रकाशित है। (4) बोल्ट, ताले, जालियों और दरवाजों का प्रायः परीक्षण करता रहेगा संतुष्ट होने के लिए कि वे सही हालत में हैं; (5) प्रत्येक घंटे में कम से कम एक बार ड्युटी प्रहरी से बंदियों की गणना कराना और अपने को संतुष्ट करना कि संख्या ठीक है। (6) ऐसी घटना के घटित होने पर जिसमें तुरन्त कार्यवाही किया जाना अपेक्षित हो, जैसे पलायन, दंगा, आग आदि में सीटी बजाकर तत्काल अलार्म देना और तब तक सीटी बजाना जब तक कि अलार्म की घंटी न बजा दी जाय; (7) बीमारी के किसी गंभीर मामलों को तत्काल रात्रि ड्यूटी पर तैनात हेड वार्डर और अन्य अधिकारियों को सूचित करना।
रात्रि में ड्यूटी का परिवर्तन	741. रात में ड्यूटी के परिवर्तन पर हेड वार्डर और वार्डर विधिपूर्ण ढंग से प्रभार को सौपेंगे और ग्रहण करेंगे और अपनी सीटों पर बंदियों की सावधानीपूर्वक गणना करेगा। बंदियों की पहचान और गणना बैरक के अन्दर स्थित ड्यूटी पर तैनात सिद्धदोष निरीक्षकों द्वारा की जाएगी। हेड वार्डर जो ड्यूटी से अवमुक्त हुए हैं इस तथ्य को ड्यूटी पर तैनात गेटकीपर को सूचित करेंगे अवमोचक हेड वार्डर बंदियों की रात्रि गणना रजिस्टर और गेटबुक पर हस्ताक्षर करेंगे, जो इस बात का संकेत होगा कि उसने अवमुक्त हेड वार्डर से प्रभार ले लिया है। रात्रि ड्यूटी के अंतिम बैच के हेड वार्डर और वार्डर तब तक जेल को नहीं छोड़ेगे जब तक कैदियों की गणना नहीं हो जाती और दिन में तैनात वार्डरों को ठीक ढंग से सौंप नहीं दिये जाते।
सिद्धदोष रात्रि प्रहरियों के लिए रात्रि प्रहर का विभाजन	742. शाम 06.00बजे से सुबह 06.00बजे तक की अवधि को सिद्धदोष रात्रि प्रहरियों के लिए रात्रि निगरानी को 02 घंटे की, 06 शिफ्टों में बांटा जाएगा और कम से कम दो सिद्धदोष रात्रि प्रहरी प्रत्येक बैरक के अन्दर प्रत्येक शिफ्ट में रहेंगे।
सिद्धदोष रात्रि प्रहरियों के कर्तव्य	743. एक बैरक के अन्दर तैनात सिद्धदोष रात्रि प्रहरियों के कर्तव्य हैः– (1) व्यवस्था और अनुशासन बनाये रखना, (2) बिना पर्याप्त कारण और बिना अनुमति के बंदियों को अपनी सीट छोड़ने से रोकना। (3) बैरक के अन्दर के सभी खतरनाक और महत्वपूर्ण बंदियों की हाजिरी से स्वयं को परिचित कराना और उनकी

	विशेष निगरानी करना। (4) किसी भी बंदी को अनावश्यक रूप से जाली के पास पहुंचने अथवा जाली के पास सोने की अनुमति नहीं होगी। (5) ऐसे बंदी जो रात्रि में शौच जाता है, उस पर सतर्क निगरानी रखना। (6) बैरक में ऊपर और नीचे गश्त करना और अपनी पूर्ण ड्यूटी अवधि में सतर्क रहना। (7) बीमारी के किसी गंभीर मामलों को तुरन्त ड्यूटी पर तैनात हेड वार्डर अथवा वार्डर को सूचित करना।

सिद्धदोष निरीक्षकों के लिए रात्रि निगरानी का विभाजन	744. सिद्धदोष निरीक्षकों के लिए तीन रात की पाली प्रत्येक 04 घंटों की होगी और एक सिद्धदोष निरीक्षक प्रत्येक बैरक में प्रत्येक शिफ्ट में रहेंगे।
सिद्धदोष निरीक्षकों के कर्तव्य	745. सिद्धदोष निरीक्षक अपनी प्रभार की बैरक के अन्दर अनुशासन और व्यवस्था बनाये रखने के लिए जिम्मेदार होगा। वह अपनी सम्पूर्ण ड्यूटी अवधि में सतर्क रहेगा और यह देखेगा कि ड्यूटी पर तैनात सिद्धदोष रात्रि प्रहरी भी सतर्क रहे। जब एक राउण्ड अधिकारी बैरक का भ्रमण करता है तो प्रभारी सिद्धदोष निरीक्षक उसके लिए बंदियों की गणना करेगा और सब कुछ ठीक होने को सूचित करेगा। रात्रि ड्यूटी पर तैनात सिद्धदोष निरीक्षक को दिन में 3 घंटे आराम की अनुमति होगी।
सिद्धदोष रात्रि प्रहरी और सिद्धदोष निरीक्षक को राहत	746. एक सिद्धदोष रात्रि प्रहरी को राहत सिद्धदोष निरीक्षक की उपस्थिति में दी जायेगी और सिद्धदोष निरीक्षक को रात्रि ड्यूटी पर तैनात वार्डर की उपस्थित में या सिद्धदोष वार्डर की उपस्थिति में।
रात्रि फेरे	747. अधीक्षक पूरी जेल के रात्रि फेरे के लिए तीन अधिकारियों को नामित करेगा– एक उच्चतर स्टाफ से और दो वार्डर स्टाफ से। केवल पहला फेरा 12 बजने के पहले किया जाएगा जबकि 2 अन्य फेरे अर्द्धरात्रि के बाद किये जायेंगे। जेलर भी पाक्षिक रूप से रात्रि में अपनी बारी के अनिश्चित समय पर जेल का निरीक्षण करेगा।
रात्रि फेरे के अधिकारियों के कर्तव्य	748. रात्रि फेरे में एक अधिकारी रहेगा– (1) जेल के सभी भागों और मुख्य दीवार सहित सभी पोस्टों का भ्रमण (2) ड्यूटी पर तैनात सभी सुरक्षा स्टाफ से जालियों की दशाएं, बोल्ट, तालों और कैदियों की गणना आदि के संबंध में रिपोर्ट की मांग करना और स्वयं को संतुष्ट करना कि प्रकाश पर्याप्त है। (3) बैरक लिस्ट से कुछ बंदियों को उनकी सीटों पर चेक करना। (4) बैरक लिस्ट और रात्रि हेड वार्डर के रजिस्टर को चेक करना और समय सहित हस्ताक्षर करना, यह देखने के लिए कि रात्रि ड्यूटी पर तैनात प्रत्येक अधिकारी समयबद्ध और सतर्क रहे। (5) मुख्य दीवार पर ड्यूटी पर तैनात सिद्धदोष निरीक्षक को चेक करना और रात्रि ड्यूटी बुक में यह रिपोर्ट करना कि वह वास्तव में कहां उपस्थित पाया गया। केन्द्रीय कारागारों और जिला कारागार जहां 3 से अधिक डिप्टी जेलर तैनात हैं– रात्रि फेरे के लिए चक्रीय क्रम

	में चुना गया एक कार्यपालक अधिकारी जेल के अन्दर अपने फेरों के पहले या बाद में सो सकता है। तथापि जेलर को अपने फेरों को करने के पूर्व और पश्चात जेल के अन्दर सोने की छूट है और जब जेलर रात्रि फेरे की ड्यूटी करता है तो मुख्य हेड वार्डर जेल के अन्दर सो सकेगा।
रात्रि फेरे के अधिकारी की रिपोर्ट	749. फेरे की समाप्ति पर, रात्रि फेरा अधिकारी रात्रि ड्यूटी बुक में, फेरे के प्रारम्भ और समाप्त होने के वास्तविक समय और उसने अपने कर्तव्यों का पालन किया और किसी प्रतिकूल घटना या अनियमितता, जो उसकी दृष्टि में आई, उसे नोट किया, का कथन करते हुए विस्तृत रिपोर्ट दर्ज करेगा।

ताले और चाबियों के बारे में सावधानी	750. (क) सभी सोने वाली बैरकों और सेलों के दरवाजों के ताले इस तरह से व्यवस्थित किये जायंगे कि बंदी अन्दर से उसके पास पहुंच न सके। (ख) सभी बैरकों एवं सेलों की चाभियां रात्रि में की–चेस्ट में रखी जाएगी। सभी बैरकों के लिए, विशेष रात्रि ताले उपलब्ध कराये जायेंगे। ये ताले दिन में प्रयोग में नहीं लाए जाएगें किन्तु चाभियों सहित इकट्ठे कर लिए जायेंगे और मुख्य गेट पर रखी चेस्ट में रखे जायेंगे। घेरे के अन्दर सभी बाड़ों के आन्तरिक गेट रात्रि में खुले रखे जायेंगे, लेकिन घेरे के दोनों गेट सुरक्षित रूप से लाक किये जायेंगे। इन तालों की एक सेट चाभियां रात्रि ड्यूटी पर तैनात हेड वार्डर के पास रहेंगी जबकि अन्य दो सेट रात्रि फेरों की ड्यूटी पर तैनात अधिकारी के प्रयोग के लिए मुख्य गेट पर रखी जायेंगी। (ग) बैरकों और सेलों के ताले क्रमशः सप्ताह में एक बार और सप्ताह में दो बार बदले जायेंगे। (घ) जेल की किसी भी चाभी के खोने पर तुरन्त अधीक्षक को सूचित किया जाएगा। (ङ) एक ताला, जिसकी चाभी खो गयी है अथवा गुम हो गयी है, अधीक्षक की उपस्थिति में नष्ट कर दिया जायेगा और ऐसे ताला और चाभी को रजिस्टर से निकाल दिया जायेगा। (च) सभी बाड़ों के गेट पर, दिन की अवधि के दौरान ताला लगाया जाएगा। (छ) चाभियों के प्रत्येक गुच्छे पर गुच्छे की संख्या दर्शाने वाली और चाभियों की संख्या दर्शाने वाली पीतल की एक चकरी होगी और की–चेस्ट में हुक लगे होंगे जो क्रमानुसार संख्यांकित होंगे और गुच्छों की संख्या के सापेक्ष संख्यांकित होंगे। (ज) चाभियां एक रिंग में लगी होगीं जिसके सिरे या तो जुड़े होंगे या खूंटी से जडे गये होंगे, जिससे कोई भी चाभी उसमें से निकाली न जा सके। (झ) ताले और चाभी के रजिस्टर में ताले और चाभियों का विवरण, गुच्छों के हिसाब से ताले और चाभियों की संख्या और बैरक, सेल अथवा स्टोर रूम जहां वे प्रयोग किये जाते हैं, का विवरण होगा।
रात्रि में बैरकों का खोलना	751. रात्रि के दौरान कोई बैरक नहीं खोली जायेगी सिवाय आकस्मिक आवश्यकता के मामलों को छोड़कर और तब यह जेलर की उपस्थिति में होगा, जो यह देखेगा कि बैरक में निरूद्ध बंदियों की तरफ से जेल तोड़ने के किसी सम्भावित प्रयास को विफल करने के लिए पर्याप्त संख्या में वार्डर और सिद्धदोष अधिकारी उपस्थित हैं या नहीं। इस प्रकार से बैरक खोलने के पूर्व एक जंजीर डोर पोस्ट और दरवाजे की जाली से गुजारी जायेगी और एक ताले से सुरक्षित की जायेगी जिससे कि बैरक से एक बार में केवल एक बंदी को निकलने की अनुमति हो और बंदियों

	के लिए भीड़ का प्रयास करना असंभव बना सके।
मुख्य दीवार पर तैनात हेड वार्डर और वार्डर की ड्यूटी	752. प्रत्येक जेल में उचित संख्या में दिन और रात में वार्डरों की तैनाती मुख्य दीवार के साथ अन्दर की तरफ की जायेगी जो अपनी ड्यूटी अवधि के दौरान मुख्य दीवार की अनवरत गश्त करेंगे। मुख्य दीवार की ड्यूटी पर तैनात हेड वार्डर एक रजिस्टर रखेगा, जिसमें वह मुख्य दीवार पर तैनात सभी वार्डरों के हस्ताक्षर प्राप्त करेगा और प्रत्येक फेरे के समाप्त होने के बाद गेट–बुक में एक प्रविष्टि करेगा।
मुख्य दीवार की ड्यूटी पर तैनात सिद्धदोष निरीक्षक	753 (क) प्रत्येक जेल में, दिन में और रात में मुख्य दीवार के साथ भीतर की तरफ विशेष रूप से चयनित सिद्धदोष निरीक्षकों की एक श्रंखला तैनात की जायेगी। प्रत्येक सिद्धदोष निरीक्षक द्वारा लगभग 100 मीटर की गश्त रात्रि में की जायेगी लेकिन दिन के समय गश्त को और बढ़ाया जा सकता है। एक ड्यूटी रोस्टर जिसमें इस ड्यूटी पर तैनात सिद्धदोष निरीक्षक का नाम, उसकी दी गयी पोस्ट को प्रदर्शित किया जाएगा, जेलर द्वारा रखी जायेगी और प्रतिदिन लिखी जायेगी। (ख) लाकिंग और अनलाकिंग के समय मुख्य दीवार पर तैनात सिद्धदोष निरीक्षकों के सुरक्षा घेरे की ताकत को दुगुना कर दिया जाएगा। (ग) इन सिद्धदोष निरीक्षकों की तैनाती और राहत हेड वार्डर, वार्डर या सिद्धदोष वार्डर के पर्यवेक्षण में सैनिक विधि के अनुसार सम्पन्न की जायेगी।
मुख्य दीवार की ड्यूटी के लिए सिद्धदोष निरीक्षकों की योग्यता	754. यह बहुत आवश्यक है कि केवल वही सिद्धदोष निरीक्षक मुख्य दीवार पर ड्यूटी में लगाये जाए, जो पहले बैरक और बाड़े की ड्यूटी मेंकुछ समय के लिए सफलतापूर्वक आजमाये जा चुके हों और जिनकी सेवा अवधि अधिक लम्बी नहीं है अथवा जिन्होंने परिहार अवधि को छोड़ते हुए अपनी दो तिहाई सजा पूरी कर ली हो या आजीवन कारावास की दशा में 12 वर्ष की सजा पूरी कर चुके हों। ऐसे कैदी जिनकी सजा समग्र रूप में 20 वर्ष से अधिक हो उन्हें मुख्य दीवार की ड्यूटी पर नहीं लगाया जायेगा। जेलर अपनी रिपोर्ट बुक में मुख्य दीवार पर सिद्धदोष निरीक्षकों को लगाए जाने की उपयुक्तता के संबंध में रिपोर्ट देगा और वे इस प्रकार की ड्यूटी पर तब तक नहीं लगाये जायेंगे जब तक कि प्रस्ताव पर अधीक्षक अनुमति न दे देंगे। सिद्धदोष जो वर्गीकरण फार्म में विशेष रूप से खतरनाक दिखाए गये हों, उन्हें किसी भी कीमत पर मुख्य दीवार की ड्यूटी पर नहीं लगाया जायेगा।
रात्रि ड्यूटी पर हेड वार्डर	755. अधीक्षक, हेड वार्डर या वार्डर द्वारा लगाये जाने वाले चक्करों की संख्या और समय निर्धारित करेगा। रात्रि ड्यूटी पर लगाये गये हेड वार्डर को रात्रि ड्यूटी रजिस्टर उपलब्ध कराया जाएगा, जिसमें रात्रि ड्यूटी पर तैनात सभी वार्डरों, सभी सिद्धदोष अधिकारियों की अपने प्रभार की बैरक में बंद किये गये बंदियों की संख्या और समय के साथ हस्ताक्षर प्राप्त करेगा, रात्रि में घटित सभी महत्वपूर्ण घटनाओं को भी उसमें दर्ज किया जायेगा।
सुरक्षा सुनिश्चित करने में तकनीक का प्रयोग	756. महानिरीक्षक कारागार, निरीक्षक और वार्डर द्वारा उचित गश्त को सुनिश्चित करने और उनकी निगरानी के लिए यांत्रिक तथा इलेक्ट्रानिक उपकरणों आदि के स्थापन, संक्रिया और रख–रखाव के संबंध में निर्देश जारी कर सकता है।

अध्याय–31

हथकड़ी और बेड़ियॉ

हथकड़ी और बेड़ियां	757. जेल के अन्दर किसी भी बंदी को हथकड़ी या बेड़ी नहीं लगायी जायेगी सिवाय इस आधार पर कि उसने जेल में आचरण द्वारा यह प्रदर्शित किया हो कि वह हिंसक और खतरनाक है या उसने पूर्व में पलायन कर चुका हो अथवा पलायन का प्रयास किया हो या किसी विधिपूर्ण अभिरक्षा से पलायन की तैयारी की हो। विचाराधीन बंदी के मामले में सम्बन्धित कोर्ट से और अन्य मामलों में जिला मजिस्ट्रेट से अनुमति लेनी होगी।
बेड़ियों का रजिस्टर	758. अधीक्षक कारागार बेड़ियों के रजिस्टर में, बंदी का नाम और प्रवेश संख्या और सम्बन्धित कोर्ट या जिला मजिस्ट्रेट, जिनके द्वारा आदेश पारित किया गया है, का आदेश और दिनांक वह दिनांक जब हथकड़ी या बेड़ी लगायी गयी और वह अवधि जिसके लिए वह लगायी गयी है। हथकड़ी और बेड़ी लगाये जाने के तथ्य, कारणों सहित बंदी के हिस्ट्री टिकट पर नोट किया जायेगा।
बेड़ियां लगाने जाने के आदेश की समीक्षा	759 (क) महानिदेशक, (कारागार) उप महानिरीक्षक कारागार, जिला न्यायाधीश, जिला मजिस्ट्रेट, और मुख्य न्यायिक मजिस्ट्रेट अपने निरीक्षण के समय, अपने को संतुष्ट करेंगे कि बेड़ी लगाने के पर्याप्त कारण हैं? (ख) विस्तर पर पडे कैदी को न तो हथकड़ी और न ही बेड़ी लगायी जा सकती है, चाहे वह जेल अस्पताल में हो या सिविल अस्पताल में, सिवाय कारणों को अभिलिखित करते हुए अस्पताल के प्रभारी चिकित्सा अधिकारी की संस्तुति पर और यथास्थिति सम्बन्धित न्यायालय या जिला मजिस्ट्रेट की अनुमति से।
हथकड़ी और बेड़ी की उपयुक्तता के लिए जेलर की जिम्मेदारी	760. जब बंदी को बेड़ियां लगायी जाती हैं तो जेलर यह देखेगा कि बेड़ियों में दोहरी कील लगी टखने के छल्ले और जोड़ने वाली जंजीर बेल्डिंग की हुई हैं और समान मोटाई की हैं जैसा कि छड़ की हैं और यह कि टखने के छल्ले पर्याप्त छोटे ताकि पैर से निकालने से रोका जा सके। वह सभी हथकड़ियों और बेड़ियों का सप्ताह में एक बार परीक्षण करेगा और परिणाम को अपनी नोटबुक में लिखेगा।
बेड़ियों से सम्बन्धित रिकार्ड का निरीक्षण	761. उप महानिरीक्षक कारागार अपने भ्रमण के समय बंदियों की बेड़ियों से सम्बन्धित अभिलेखों का निरीक्षण करेगा।
बेड़ी पहने बंदियों के लिए चमड़े का गाटर	762. सभी बेड़ी लगे बंदियों को चमड़े का गाटर उपलब्ध कराया जाएगा।

अध्याय–32

अपराध व दण्ड

कारागार अपराध	763. कारागार अधिनियम, 1894 (1894 का अधिनियम संख्या IX) की धारा 45 के अधीन कारागार अपराध घोषित

	किये गये कृत्यों के अतिरिक्त निम्नलिखित कृत्य हैं, जो निषिद्ध किये गये हैं और प्रत्येक बंदी जो जानबूझकर निम्नलिखित में से कोई कृत्य करता है, यह समझा जायेगा कि उसने जानबूझकर कारागार के नियमों की अवज्ञा की है और अधिनियम–45 की उपरोक्त धारा के उप नियम (1) के मतलब के भीतर एक कारागार अपराध कारित किया है– (1) बंद करते समय या खोलते समय या अन्य परेड के समय या अन्य किसी समय जब कारागार के अधिकारी द्वारा आदेश दिया गया हो, गाने, तेज से हंसने, या किसी समय तेजी से बात करने से रोका गया हो, उस समय बात करना; (2) किसी अन्य बंदी से झगड़ा करना; (3) किसी चीज, चाहे जो हो, को छिपाना; (4) किसी जेल अधिकारी या आगंतुक के प्रति असम्मान प्रदर्शित करना; (5) झूठी, द्वेषपूर्ण और आधारहीन शिकायतें करना, (6) कारागार के अधिकारी या आगंतुक द्वारा पूछे गये प्रश्न का असत्य उत्तर देना, (7) कारागार नियमों के विरूद्ध कोई संवाद करना (लिखित में, मौखिकया अन्यथा) किसी बाहरी, विपरीत लिंग वाले बंदी से, नागरिक या विचाराधीन बंदी से या भिन्न श्रेणी के बंदी से; (8)किसी भी कारागार अपराध के कमीशन का दुश्प्रेरण करना या योजना बनाना, (9) किसी कारागार अपराध होने की सूचना न देकर कारागार अनुशासन बनाये रखने में सहायता न करना अथवा जब किसी कारागार अधिकारी द्वारा किसी कार्य को करने में सहायता मांगने पर सहायता न देना;, (10) सह बंदी की भावनाओं को घायल करने या ठेस पहुंचाने या असंगत पूर्ण ढंग से कोई कृत्य करना या भाषा का प्रयोग करना; (11) ऐसा कोई कृत्य जो बंदियों जेल के अधिकारियों के दिमाग में अनावश्यक अलार्म पैदा करने के लिए आशयित हो; (12) कारागार अधिकारी की अनुमति के बिना उस दल को छोड़ना जिससे वह सम्बद्व है या जेल के उस हिस्से को छोड़ना जहां वह कैद है; (13) जेल अधिकारी की अनुमति के बिना वार्ड, यार्ड, फाइल में स्थान आवंटित सीट या बर्थ छोड़ना अथवा वार्ड में मटरगस्ती करना या वार्ड खोले जाने पर सुस्ती दिखाना; (14)किसी अधिकारिक रिकार्ड या दस्तावेज को नष्ट करना या छेड़छाड़ करना; (15)जेल में घूमते समय पंकितबद्ध होकर चलने से इंकार करना या न चलना; (16)नियत घंटों के अलावा शौचालय अथवा स्नान प्लेटफार्म पर जाना या बिना कारागार अधिकारी की अनुमति के या अनावश्यक रूप से रात्रि शौचालय का प्रयोग; (17) खाना खाने से इंकार करना या कारागार आहार मानक के अनुसार निर्धारित भोजन न लेना या भूख हड़ताल करना; (18) ऐसे भोजन लेना या ग्रहण करना जो उसे नहीं निर्धारित हो या दूसरे कैदियों को निर्धारित भोजन में से भोजन लेना या उनमें कुछ जोड़ना; (19) बिना कारागार अधिकारी की अनुमति के बिना रसोईघर या गोदाम या जहां भोजन दिया जाता है, वहां से

	भोजन हटाना अथवा भोजन या पेय के वितरण के संबंध में किसी आदेश की अवज्ञा; (20) अप्राधिकृत रूप से भोजन बनाना या जानबूझकर भोजन नष्ट करना या बिना आदेश के उसे दूर भेंकना, (21) भोजन या पेय में कोई ऐसा पदार्थ मिलाना जो उसे अरूचिकर या अपौष्टिक बना दे; (22) दिये गये कपड़ों को छोडना या पहनने से इंकार करना अथवा उसके किसी भी भाग को अन्य बंदी से बदलना अथवा छूपाना, फेंकना या उसके किसी भाग को परिवर्तित करना; (23) किसी व्यक्ति या कपड़े से जुडी पहने जाने वाले किसी बैज, चिन्ह या संख्या को मिटाना, विरूपित करना या परिवर्तित करना; (24) स्वच्छ रहने से इंकार करना या न रहना या नाखून और बाल काटने में किसी आदेश की अवज्ञा करना; (25) कपड़े, कम्बल, विस्तर, बेड़ी, बर्तन या दूसरे पहचान चिन्हों को साफ करने से इंकार करना या साफ न करना या ऐसी वस्तुओं की व्यवस्था या प्रकृति के संबंध में किसी आदेश की अवज्ञा करना; (26) दीवारों, इमारतों, छड़ों, तालों, चाबियों, लैम्प या लाइट का अन्य किसी सुरक्षा उपकरण से किसी प्रकार की छेड़छाड़ करना; (27) किसी सरकारी या किसी अन्य कैदी की वस्तुओं को चुराना, क्षति पहुंचाना, नष्ट करना, विरूपित करना या दुर्विनियोग करना; (28) जेल के किसी भी भाग में उपद्रव करना; (29) फर्श, दरवाजों, दीवारों या जेल इमारत के किसी भाग या जेल की किसी वस्तु पर थूंकना अथवा गंदा करना; (30) कुओं, वाटर टैंकों, शौचालय, धोने या स्नान के स्थानों को जानबूझकर गंदा करना; (31) जेल उद्यान की सब्जियों और पेड़ों को क्षति पहुंचाना या कारागार पशुओं से दुव्यर्वहार; (32) उसे सौंपी गयी कारागार सम्पत्ति को देखभाल से इंकार करना या देखभाल न करना (33) कार्य के लिए दिये गये औजारों और सामानों की देख–रेख से इंकार करना या देख–रेख न करना या उन्हें क्षतिग्रस्त करना या नष्ट करना या दुर्विनियोग करना। (34) उसके द्वारा कारागार सम्पत्ति या औजार को दुर्घटनावश हुई क्षति, हानि या टूटफूट की तुरन्त रिपोर्ट न करना। (35) कारागार अधिकारी की अनुमति या जानकारी के बिना कोई वस्तु बनाना। (36) किसी दूसरे बंदी को आवंटित कार्य के किसी भी हिस्से को अथवा स्वयं को आवंटित कार्य को करने में किसी अन्य बंदी की सहायता लेना। (37) किसी दूसरे बंदी द्वारा सम्पादित कार्य के किसी हिस्से को विनियोजित करने; (38) कार्य के लिए सौंपे पदार्थ में कोई बाहरी वस्तु जोड़ना या मिश्रित करना। (39) स्वयं को बीमार, घायल या अक्षम बनाने के आशय से कोई कार्य करना या न करना। (40) किसी प्रकार की अवज्ञा या हिंसा करने में सहायता देना या उसे दबाने में सहायता न करना। (41) किसी बंदी या कारागार अधिकारी पर आक्रमण में भाग लेना। (42) किसी पलायन के प्रयास अथवा किसी बंदी या कारागार अधिकारी पर आक्रमण रोकने में किसी कारागार

	अधिकारी की सहायता से इंकार या सहायता न करना। (43) किसी कारागार अधिकारी के वैध आदेशों की अवज्ञा करना अथवा जिस तरह से कर्तव्य निर्धारित हैं, उन्हें करने से इंकार करना। (44) जाति, धर्म अथवा अन्य पक्षपातों के आधार पर कार्य करना या उद्वेलित करना अथवा आंदोलित करना। (45) जानबूझकर दूसरों की धार्मिक भावनाओं, विश्वासों और आस्था को आहत करना। (46) जुआ या सट्टा आयोजित करना या भाग लेना। (47) अदला–बदली। (48) होम लीव या पैरोल की शर्तों का उल्लंघन (सजा का निलम्बन)
कुछ अपराधों की सूचना स्थनीय पुलिस थानों को देना	764. जब अधीक्षक की राय में निम्नलिखित अपराधों में कोई अपराध किसी बंदी के विरूद्ध स्थापित हो, तो दण्ड प्रक्रिया संहिता 1973 के उपबंधों के अधीन, से स्थानीय अधिकारिता वाले थाने को सूचित करना– (1) भारतीय दण्ड संहिता 1860 (1860 के अधिनियम संख्या– 45) की धारा–147, 148 और 152 के अधीन दण्डनीय अपराध (2) भारतीय दण्ड संहिता (1860 के अधिनियम संख्या– 45) की धारा–222, 223 और 224के अधीन दण्डनीय अपराध (3) भारतीय दण्ड संहिता(1860 के अधिनियम संख्या– 45) की धारा–304ए, 309 और 325 और 326 के अधीन दण्डनीय अपराध (4) सत्र न्यायालय द्वारा विशेष रूप से विचारणीय कोई अन्य अपराध
ऐसे कृत्य जो दोनों हैं, कारागार अपराध भी और भारतीय दण्ड संहिता के अधीन अपराध भी	765. पूर्ववर्ती प्रस्तर में उल्लिखित कृत्यों को छोड़कर, किसी कृत्य के संबंध में जो दोनों हो सकता है। कारागार अपराध भी और भारतीय दण्ड संहिता के अधीन अपराध भी, तो यह अधीक्षक के विवेकाधीन होगा कि वह यह निर्णय करे कि वह अपनी दण्ड देने की शक्तियों का प्रयोग करेगा या दण्ड प्रक्रिया संहिता–1973 के उपबंधों के अधीन मामले की जांच हेतु उसे मुख्य न्यायिक मजिस्ट्रेट को संदर्भित करेगा।
जेल अपराध को दोबारा करने की स्थिति में प्रक्रिया	766 यदि कोई बंदी जेल अनुशासन के उल्लंघन के किसी भी अपराध के लिए दोषी है जो उसके द्वारा बार–बार ऐसे अपराध करने के कारण या अन्यथा, और अधीक्षक कारागार की राय में प्रिजन एक्ट–1894 (1894 का अधिनियम संख्या–ix) के अधीन प्राप्त शक्तियों के अधीन वह पर्याप्त हो, दण्डित नहीं किया जा सकता है, तो वह अधिनियम की धारा–52 में निहित प्रक्रिया का पालन करेगा।
कारागार अपराध का विचारण जेल में होगा	767 जब भी किसी बंदी के विरूद्ध जेल में किये गये अपराध के लिए सम्भावित अपराधिक मामला संस्थित हो, तो इसकी सुनवाई स्वयं कारागार में होनी चाहिए।
अभियुक्त को विचारण की सूचना दिया जाना	768. जब कोई कैदी बंदी अधिनियम 1894(1894 का अधिनियम संख्या–ix) की धारा–52 के अधीन कारागार अनुशासन के विरूद्ध किसी अपराध में अभियोजित किया जाना है तो विचारण करने वाले मजिस्ट्रेट का ध्यान इस ओर खींचा जायेगा कि विचारण के शुरूआत के दिनांक की सूचना कैदी को दी जानी चाहिए ताकि उसे अपने बचाव की व्यवस्था करने और वकील करने का उसे अवसर प्राप्त हो सके।
हमला करने वाले कैदिों को अलग करना	769 जब एक बंदी एक कारागार अधिकारी पर हमला करता है, तो उसे, जब तक कि उसे भी चोट आई हो और अस्पताल में भर्ती न किया गया हो, उसे एक सेल में कैद किया जायेगा जब तक कि उसके मामले का निस्तारण नहीं हो जाता और इस दौरान वह जेलर के लिखित आदेश के अधीन इस उद्देश्य के लिए विशेष रूप से चयनित

	सिद्धदोष निरीक्षक या वार्डर की लगातार निगरानी में रहेगा।
दण्ड देने में अधीक्षक का विवेक	770 (क) दीर्घ दण्ड देने के पहले बंदी को प्रस्तावित दण्ड के विरूद्ध कारण बताने का अवसर प्रदान किया जाएगा। गवाहों के बयान को लिखित रूप में कम किया जाएगा।। दण्ड के आदेश को सम्बन्धित कैदी को भी प्रेषित किया जाएगा। (ख) कारागार अपराध के लिए किसी बंदी को दण्ड देते समय अधीक्षक मामले की आवश्यकताओं के अनुसार हिस्सों में बांट सकता है। दीर्घदण्ड, गंभीर हिंसा या दुबारा अपराध या नियमों के गंभीर उल्लंघन (से जुडे अपराधों)के मामलों में दिया जाना चाहिए। (घ) यदि एक बंदी किसी जेल नियम का उल्लंघन, अज्ञानता से या क्षम्य लापरवाही से किया हो, तो अधीक्षक बिना आरोप गठित किये, उसे सचेत कर सकता है लेकिन यदि ऐसा उल्लंघन एक अपराध हो, तो इसे कैदी के हिस्ट्री टिकट पर दर्ज करना चाहिए।
दण्ड	771. (क) लघु दण्ड– कारागार अधिनियम–1894 (1894 का अधिनियम संख्या– ix) की धारा–46 में उपबंधित निम्नलिखित दण्ड लघु दण्ड माने जायेंगे– (1) एक औपचारिक चेतावनी जो अधीक्षक द्वारा व्यक्तिगत रूप से उस बंदी को दी जायेगी और दण्ड पुस्तिका में और बंदी के इतिहास में दर्ज की जायेगी। (2) नियत अवधि के लिए अधिक भारी या कठोर रूप के श्रम में परिवर्तन स्पष्टीकरण–यह दण्ड नहीं लगाया जायेगा जब तक कि चिकित्साधिकारी द्वारा कैदी का परीक्षण न कर लिया गया हो और दण्ड के लिए उपयुक्त न पाया गया हो। चिकित्सा अधिकारी का प्रमाण पत्र दण्ड रजिस्टर के उपयुक्त कालम में दर्ज किया जाएगा। (3) अर्जित क्षमा का जब्तीकरण, जो चार दिन से अधिक का न हो। (4) श्रेणी, ग्रेड या जेल विशेषाधिकार का जब्तीकरण, जो तीन माह से अधिक का न हो। (5) उच्च से निम्न श्रेणी या ग्रेड अस्थायी कमी। (6) 14 दिन से अनाधिक अवधि के लिए अलग कारागार। (7) एक बार में एक माह से अनधिक अवधि की मुलाकात पर रोक। (8) एक बार में एक माह की अवधि के लिए कैन्टीन और मनोरंजन सुविधाओं पर रोक। (ख) दीर्घ दण्ड–निम्नलिखित दण्ड दीर्घ दण्ड माने जायेंगे– (1) 07 दिन की अनधिक अवधि में कड़ा श्रम ऐसे मामलों में जब सिद्धदोष अपराधी बंदी कठोर कारावास की सजा न पाये हो। (2) (क) चार दिन से अधिक किन्तु 12 दिन से अनधिक अवधि का अर्जित क्षमा का जब्तीकरण। (ख) 12 दिन से अधिक के अर्जित क्षमा का जब्तीकरण। (ग) श्रेणी, ग्रेड या कारागार विशेषाधिकर का तीन माह की अनधिक अवधि के लिए जब्तीकरण।

	(घ) तीन माह से अनधिक अवधि के लिए क्षमा व्यवस्था से अपवर्जन। (ड) उच्च से निम्न श्रेणी या ग्रेड में स्थायी रूप से कमी। नोट–2(ई) और 2(एफ) के दण्ड के मामले अथवा 2(बी) 2(सी) और 2(ई) की दण्ड के संयोजन के मामले प्रभावी नहीं होंगे जबतक कि उप महानिरीक्षक की अनुमति न ली गयी हो। 3–शासकीय अथवा जेल सम्पत्ति को मौद्रिक हानि की दशा में बंदी की जमा या मजदूरी से वसूली। 4–14 दिन से अधिक किन्तु तीन माह से अनधिक की अवधि के लिए अलग कैद। स्पष्टीकरण–उप महानिरीक्षक कारागार की पूर्व स्वीकृति आवश्यक होगी जब अवधि एक माह से अधिक हो। 5–कारागार अधिनियम–1894 (1894 का अधिनियम संख्या–ix) की धारा–47 के अधीन दिये गये अपवादों के अधीन, 2 से अनधिक ऊपर गणना किये दण्डों का कोई संयोजन।
क्षति के मामलों में प्रोत्साहन राशि का जब्तीकरण	772. जब बंदी जेल उद्योग में नियोजित हो, तो उसे दिये किसी प्रोत्साहन किसी भी स्थिति में राशि के पूर्ण या आंशिक जब्तीकरण दीर्घ दण्ड माना जायेगा, इस शर्त पर कि इस तरह जब्त की गयी धनराशि किसी भी स्थिति में एक हजार रूपये से अधिक नहीं होनी होगी और जानबूझकर मशीन के भाग की क्षति के मामले में उस पार्ट को बदलने में खर्च से अधिक नहीं होनी चाहिए। यह उचित रूप से कम कर दिया जाना चाहिए यदि क्षति या भाग आधे से उससे अधिक का अपना सामान्य जीवन काल पूरा कर चुका हो।
केवल अधीक्षक दण्ड देने के लिए प्राधिकृत	773. सभी दण्ड अधीक्षक द्वारा दिये जायेंगे।
सिद्धदोष अधिकारियों के दण्डों पर प्रतिबन्ध	774. सिद्धदोष वार्डर और निरीक्षक अपमानजनक दण्डों से दण्डित नहीं किये जायेंगे। यदि इस तरह के दण्ड दिये जाने का आशय हो तो पहले उन्हें उनके पद से हटाया जाना चाहिए।
अप्राधिकृत दण्डों का प्रतिषेध	775. नियम–771 और 772 में निर्धारित दण्डों के अलावा किसी बंदी को कोई दण्ड नहीं दिया जायेगा सिवाय न्यायालय द्वारा और किसी बंदी को कोई दण्ड नहीं दिया जायेगा अन्यथा इस अध्याय के उपबंधों के अनुशरण में।
दोषियों को अधीक्षक के समक्ष लाया जाना	776. कारागार अपराध के सभी मामलों में अपराधी अधीक्षक के समक्ष लाया जायेगा। अधीक्षक उसके इतिहास टिकट में दिये गये दण्ड को प्रविष्ट करेगा ओर अल्पहस्ताक्षरित करेगा और उसी दिन दण्ड रजिस्टर में आवश्यक प्रविष्टियां करेंगे, जिस दिन दण्ड अधिरोपित किया गया उसका दिनांक भी इतिहास टिकट और दण्ड रजिस्टर दोनों में दर्ज किया जायेगा। जेल अपराध के सभी गंभीर मामलों में सभी गवाहों के नाम जो अपराध को सिद्ध करते हैं इस उद्देश्य के लिए बनाये गये कालमों में दर्ज किये जायेंगे।
लघु और दीर्घ अपराध	777. वार्षिक विविरणी में वर्गीकरण के उद्देश्य के लिए एक अपराध लघु अपराध होगा जब उसकी सजा लघुदण्ड हो और दीर्घ अपराध होगा यदि उसकी सजा दीर्घ दण्ड हो।
शिकायत निवारण व्यवस्था	778. (i) प्रत्येक कारागार में अन्तःवासियों की सहज पहुंच में केन्द्रीय स्थानों और सुविधाजनक स्थानों पर एक अधिक शिकायत डिब्बा रखे जायेंगे। ऐसे शिकायत बाक्स सहज पहुंच के स्थान पर, महिला वार्ड में भी रखे जायेंगे। (ii) अतःवासी अधीक्षक या उच्चतर अधिकारियों को सम्बोधित अपनी लिखित शिकायतें ऐसे डिब्बे में डाल सकते हैं। (iii) ऐसे डिब्बे में ताला बन्द रहेगा जिसकी चाबी अधीक्षक के पास होगी जो इस ताले को साप्ताहिक परेड के समय खुलवायेगा। (iv) अधीक्षक एक स्थायी जी0आर0एस0 समितिबनायेगा जिसमें वह स्वयं, जेलर (वरिष्ठ जेलर यदि एक से अधिक

	जेलर तैनात हों)।, चिकित्साधिकारी और कल्याण अधिकारी होंगे। यदि कारागार में महिला बाड़ा भी हो, तो उपयुक्त रैंक की एक वरिष्ठ महिला अधिकारी समिति में शामिल की जायेगी। (vi) अधीक्षक समिति की अध्यक्षता करेगा, जो शिकायतों की यथाशीघ्र जांच करायेगा। (vii) समिति का निर्णय तत्काल लागू किया करेगी। (viii) उच्चाधिकारियों को सम्बोधित शिकायतें बिना देरी किये अधीक्षक की टिप्पणी सहित, जिसे सम्बोधित है, उसे अग्रेषित कर दी जायेगी।

अध्याय–33

पलायन और जेल तोड़ना

जेल तोड़ने या पलायन की दशा में उठाये जाने वाले कदम	779. जब एक बंदी लापता हो या पलायन का प्रयास कर रहा हो या अन्य कोई गड़बड़ी हो रही हो या होने वाली हो तो उस अधिकारी का कर्तव्य है, जो उस घटना को पहली बार देखता है कि वह तत्काल अपनी सीटी लगातार बजाये और जितनी जल्दी हो सके उतनी जल्दी गेटकीपर को घटना की सूचना भेजें, जो उसकी जानकारी में आयी है, और जो हुई है या होने वाली है उस घटना के चरित्र के बारे में। वह लगातार सीटी बजायेगा और प्रत्येक अधिकारी सीटी सुनेगा वह अपनी सीटी बजायेगा और तबतक बजायेगा जबतक कि अलार्म वेल या सायरन बजने की आवाज सुनाई न दे।
गेटकीपर के कर्तव्य	780. गेटकीपर जैसे ही लगातार सीटी बजने की आवाज सुनेगा या सूचना पाता है कि कोई बंदी लापता है या पलायन कर गया है या पलायन का प्रयास कर रहा है या जेल तोड़ने की घटना हुई है या कोई गड़बड़ी हुई है या होने वाली है तो वह संतरी को आदेश देगा कि वह अपनी रायफल से हवा में फायर करे और अलार्म या सायरन बजा दे और तुरन्त जेलर को सूचना भेजेगा।
संतरी के कर्तव्य	781. मुख्य द्वार का संतरी एक खाली कारतूस की फायर द्वारा अलार्म करेगा और तेज से घंटा बजाकर अलार्म करेगा या सायरन बजायेगा जब गेटकीपर द्वारा उसे ऐसा करने के लिए कहा जायेगा या अपने आप से यदि उसे यह विश्वास करने का कारण होगा कि जेल तोड़ने या गड़बड़ी या पलायन या पलायन का प्रयास की घटना हुई है या होने वाली है।
अलार्म की सूचना	782. जेलर तुरन्त अलार्म कराये जाने के कारण से अधीक्षक को सूचित करेगा। अधीक्षक तुरन्त सूचना पुलिस अधीक्षक और जिला मजिस्ट्रेट को सूचना देगा, जो उपद्रव की आशंका या बंदियों द्वारा सामूहिक अवज्ञा के मामले में सभी संभव सहायता अधीक्षक को देंगे।
अलार्म पर अधिकारियों और स्टाफ का हथियार बंद होना	783. (क) अलार्म सुनने पर सभी जेल अधिकारी ड्यूटी पर तैनात वार्डरों को छोड़कर तुरन्त मुख्य गेट पर इक्ट्ठा होगे। वार्डर हथियार घर के पास पहुंचेंगे ओर जितनी जल्दी हो सकेगा उतनी जल्दी आंसू गैस के गोले, रायफल, संगीन और बीस राउण्ड गोला बारूद से लैस होंगे। वार्डर जिनके लिए रायफल उपलब्ध न हो उन्हें लाठियों एवं डंडों से लैस किया जायेगा। कार्यालय अधिष्ठान और स्टाफ के लिए पर्याप्त संख्या में लाठी, डंडे और सुरक्षा उपकरण हथियार घर में स्टाक के रूप में रखा जाना चाहिए। (ख) अलार्म की आवाज पर उपस्थित वरिष्ठ अधीक्षक के आदेश पर दीवार के बाहर उपस्थित वार्डर स्वयं अग्न्येयास्त्रां पूर्णता भरी हुई रायफलों और संगीनों के साथ तैनात करेंगे।
सिद्धदोष अधिकारियों का इक्ट्ठा होना	784. सभी दोषसिद्ध अधिकारी जो ड्यूटी पर तैनात नहीं हैं अलार्म सुनकर एक नियत स्थान पर जो सामान्यतया जो जेल के केन्द्र में होता है, इकट्ठा होंगे। वह सभी एक हेड वार्डर के अधीन होंगे।
बंदियों को इक्ट्ठा करना और उन्हें लाकअप में बंद करना	785. जेल के अन्दर बंदियों या के दल के प्रभारी के रूप में तैनात वार्डर कैदियों को इक्ट्ठा करेगा जहां वह काम पर हैं और उन्हें नजदीकी बैरक या फैक्ट्री में बंद करेगा यदि वे जेल के बाहर हैं तो कैदी दो पंक्तियों में मुख्य गेट की ओर बठैंगे जहां वे नजदीकी बैरक में बंद किय जायेंगे। बैरकों और फैक्ट्रियों में बंद सभी बंदियों की प्रभारी वार्डर द्वारा गणना की जायेगी। बंदी शांति से पंक्ति में बैठ जायेंगे जब तक अलार्म बंद नहीं हो जाता।
वार्डर और सिद्धदोष कैदियों की संतरी ड्यूटी पर रहेंगे	786. वार्डर और सिद्धदोष वार्डर अपने प्रभार को बंदियों को बंद करने के बाद जबतक कि अन्यथा आदेश न दिये जाय, उन बैरकों और फैक्ट्रियों के बाहर संतरी ड्यूटी पर बने रहेंगे, जिसमें बंदी बंद किये गये हैं।

अधीक्षक के पहुंचने से पहले जेलर और डिप्टी	787. अधीक्षक के आगमन के लम्बित रहने तक उपस्थित जेलर और उप जेलर निम्नलिखित निर्देशों के अनुसार कार्य करेंगे–

जेलरों के कर्तव्य	(1) वह मुख्य द्वार पर कैदियों की गतिविधियों पर नजर रखने और रिपोर्ट करने के लिए संतरियों की तैनाती करेंगे और जेल की मुख्य दीवार के चारों ओर जिम्मेवारी के लिए वार्डरों के दल को तैनात करेंगे। (2) यदि मुख्य द्वार पर तैनात संतरियों द्वारा रिपोर्ट दी जाती है कि मुख्य द्वार पर सब ठीक है, तो वह शेष रक्षकों के साथ जेल के अन्दर जाएगा और यदि जेल तोड़ने का मामला हो तो घटना स्थल पर जाएगा और अधिकारी के आदेश पर यदि उपलब्ध हो तो, लाठी चार्ज अथवा आंसू गैस का प्रयोग करेगा। प्रथमतः कार्यवाही की दिशा पलायन के प्रयास को रोकने, दंगाइयों को अन्य बंदियों से अलग करने और खतरे में फंसे किसी कारागार अधिकारी या बंदी को बचाने की होनी चाहिए और यदि परिस्थितियां ऐसी हों कि तुरन्त कार्यवाही आवश्यक हो, तो वह तीन बार कैदियों को तेज आवाज में चेतावनी देगा कि यदि वे तुरन्त अपने आप को हवाले नहीं करते और शांतिपूर्वक बिखर नहीं जाते हैं तो उनके ऊपर फायर कर दिया जाएगा। यदि परिस्थितियां ऐसी हो कि देर करने की इजाजत न देती हों तो चेतावनी को दोहराने की आवश्यकता नहीं है। यदि चेतावनी के बाद भी बंदी अपने को हवाले नहीं करते अथवा नहीं बिखरते और गड़बड़ी को शांत करने के लिए कोई अन्य उपाय तत्काल न हो तो वह रक्षकों को गोली चलाने का आदेश देगा। लेकिन फायरिंग उसी क्षण बंदी कर दी जाएगी जब बंदी बिखर जायेंगे अथवा आत्मसमर्पण कर देंगे।
अधीक्षक कार्यवाही का प्रभारी माना जाएगा	788. अधीक्षक पहुंचने पर कार्यवाही का प्रभार ग्रहण करेगा।
पलायन या जेल तोड़ने की स्थिति में हथियारों का उपयोग	789. पलायन के प्रयास या जेल तोड़ने के मामले में किसी कैदी या उसके शरीर के विरूद्ध हथियार के प्रयोग के विनियमन के संबंध में प्रिजन एक्ट–1894(अधिनियम संख्या–9 सन् 1894 की धारा–59 के उप वाक्य (6) में निम्नलिखित नियम बनाये गये हैं:– (1) कोई कारागार अधिकारी संगीन, आग्नेय अस्त्र या किसी अन्य हथियार का प्रयोग पलायन अथवा पलायन का प्रयास कर रहे बंदी पर कर सकता है। इस शर्त पर कि रिजार्ट ऐसे किसी हथियार के उपयोग का सहारा तब तक नहीं लेगा चाहिए जब तक कि ऐसे अधिकारी के पास यह विश्वास करने को युक्तियुक्त कारण उपलब्ध न हो किस वह अन्यथा पलायन को नहीं रोक सकता। (2) कारागार का कोई अधिकारी संगीन, आग्नेयास्त्र या किसी अन्य हथियार का प्रयोग किसी ऐसी कैदी पर कर सकता है जो किसी सामूहिक तोड़–फोड़ में शामिल है या किसी प्रकार बल प्रयोग या जेल की बाहरी दीवार को तोड़ने या बाड़े की दीवार तोड़ने में कर रहा है और इस प्रकार के हथियारों का प्रयोग तब तक कर सकता है जब तक ऐसा सामूहिक तोड़फोड़ या प्रयास वास्तविक रूप में समाप्त नहीं हो जाता है। (3) कारागार का कोई अधिकारी, संगीन आग्नेयास्त्र या किसी अन्य हथियार का प्रयोग किसी बंदी के विरूद्ध कर सकता है यदि वह बंदी किसी कारागार अधिकारी या अन्य व्यक्ति के विरूद्ध हिंसा का प्रयोग कर रहा है। इस शर्त पर कि यदि ऐसा अधिकारी यह विश्वास करने का युक्तियुक्त आधार रखता है कि उस जेल अधिकारी या व्यक्ति का जीवन या कोई अंग खतरे में है या कि अन्य गंभीर चोट कारित किया जाना संभावित है। (4) इस नियम के अधीन किसी बंदी के विरूद्ध इस प्रकार के आग्नेयास्त्र के प्रयोग के पूर्व कारागार अधिकारी उस स्थिति को छोड़कर जब परिस्थियां इसे असंभव बना दें, उस कैदी को चेतावनी देगा कि वह उस पर फायर करने जा रहा है। (5) जब कोई वरिष्ठ अधिकारी उपस्थित हो तो कोई कारागार अधिकारी किसी बंदी के विरूद्ध हथियार का प्रयोग नहीं करेगा, जब तक कि उस वरिष्ठ अधिकारी ने आदेश न दिया हो।
अलार्म की समाप्ति	790 जब अलार्म समाप्त हो जाय तो जेल की घंटी तीन बार बजायी जायेगी जो इस बात का संकेत होगा कि सभी अधिकारी जेल के गेट पर लौट आएं जहां एक हाजिरी ली जायेगी, जिसमें आवश्यक कार्यवाही के लिए उन अधिकारियों के नाम नोट किये जायेंगे जो देर में आये या अनुपस्थित रहे। वाह्य रक्षकों का प्रभारी हेड वार्डर शेष बचे हथियारों को इक्ट्ठा करेगा और प्रयोग में आये कारतूसों का लेखा जेलर को देगा।

महानिदेशक (कारागार) को रिपोर्ट	791. अधीक्षक, जितनी जल्दी संभव होगा विद्रोह या अशांति की रिपोर्ट महानिदेशक (कारागार) एवं उप महानिरीक्षक (कारागार) को भेजेगा और जांच करेगा और उसकी परिणाम की रिपोर्ट उन्हें भेजेगा। वह जिला मजिस्ट्रेट से विद्रोह या अशांति के कारणों और सम्बन्धित अधिकारियों के आचरण को रिकार्ड किये जाने हेतु एक जांच कराये जाने का अनुरोध भी करेगा। जिला मजिस्ट्रेट अपनी रिपोर्ट की एक कापी सीधे महानिदेशक (कारागार) को प्रेषित करेगा।
मासिक अलार्म परेड	792. अधीक्षक उपरोक्त नियमों पर आधारित एक अलार्म परेड महीने में कम से कम एक बार करायेगा और प्रत्येक तिमाही एक रिपोर्ट जिसमें दोषी व्यक्तियों के नाम और उनके विरूद्ध की गयी कार्यवाही का कथन होगा, महानिदेशक (कारागार) को प्रेषित करेगा। मासिक अलार्म परेड अनिश्चित समय पर की जायेगी और कभी–कभी रात में की जायेगी। जब अलार्म परेड समाप्त हो जाय और बाह्य वार्डर के गार्ड को जेल के अन्दर से बाहर बुला लिये जाय उसके पूर्व बाह्य गार्ड का प्रत्येक वार्डर तीन खाली कारतूस दागेगा। प्रत्येक तिमाही में एक परेड के बाद तीन खाली कारतूस दागने क बजाय तीन राउड गोलियां किसी सुरक्षित निशाने पर दागनी चाहिए ताकि बंदियों को यह दिखाया जा सके कि वार्डर भरे हुए हथियार रखते हैं।
पलायन पर उठाये जाने वाले कदम	793. (क) पलायन की घटना पर, जेलर तत्काल वार्डरों और सिद्धदोष अधिकारियों की एक तलाशी दल बनायेगा और लापता बंदी हेतु पूरे जेल परिसर की खाना तलाशी करेगा। जेल अधिकारियों का तलाशी दल बंदी का जल्द से जल्द पता लगाने के लिए अन्य संदिग्ध ठिकानों पर भेजी जा सकती है। (ख) यदि जेल के बाहर काम करने वाला बंदी पलायन करता हे तो दल का प्रभारी वार्डर तत्काल अपनी सीटी बजाकर अलार्म देगा और दल का प्रभार किसी नजदीकी वार्डर को देकर कैदी का पीछा करेगा। ऐसा वार्डर तत्काल दल को मुख्य द्वार की ओर दो पंक्तियों में लायेगा और तत्काल गेटकीपर को घटना की सूचना देगा और तुरन्त अलार्म करायेगा। (ग) अधीक्षक अथवा जेलर द्वारा पलयान की सूचना तत्काल जिला मजिस्ट्रेट और पुलिस अधीक्षक को दी जायेगी, जो पलायित बंदी को पुनः पकड़ने में हरसंभव मदद करेंगे।
रात्रि में पलायन	794. जब पलायन पलायन के प्रयास की घटना रात में हो, यदि यह संभावित प्रतीत होता है कि कैदी अभी जेल के अन्दर ही छिपा हुआ है, तो सिद्धदोष वार्डरों को टार्च के साथ नियमित अन्तराल पर बाड़े की दीवार के अन्दर तैनात कर देना चाहिए और प्रत्येक के पास टार्च के साथ वार्डरों को दो समूहों में बांट देना चाहिए। एक समूह जेल के अन्दर तलाश करेगा और दूसरा बाहर तलाश करेगा।
जिला मजिस्ट्रेट और पुलिस को पलायित बंदी का पूरा विवरण देना	795 जब एक पलायन की घटना घटित हो गयी और बंदी को पुनः पकड़ने का प्रयास विफल हो चुका है अथवा किसी बंदी की गलत रिहाई हो गयी है तो अधीक्षक तत्काल जिला मजिस्ट्रेट को सूचना देगा और कैदी के बारे में विस्तृत विवरण जिसमें उसके बारे में उपलब्ध सभी जानकारियां, कैदी के रहने का स्थान उसकी पुनः गिरफ्तारी के लिए घोषित इनाम की सूचना पुलिस अधीक्षक और आस–पास के जिलों की पुलिस के प्राधिकारियों को भेजेगा। इसी तरह की रिपोर्ट और विस्तृत विवरण उस जिले के पुलिस अधीक्षक, जिस जिले में कैदी का निवास स्थान है और उससे लगे जिले में भी भेजा जायेगा। एक रिपोर्ट और विस्तृत विवरण राजकीय रेलवे पुलिस को भी भेजी जायेगी।
विस्तृत विवरण महानिदेशक अपराध अनुसंधान विभाग को भी भेजा जाना	796. अधीक्षक तत्काल पलायित बंदी या गलत रिहा किये गये बंदी के बारे में पूर्ण विवरण पुलिस महानिदेशक, उत्तर प्रदेश लखनऊ को भी अपराधिक अभिसूचना गजट में प्रकाशित करने के लिए भेजेगा और उसी समय उस पलायित या गलत रिहा किये गये बंदी की पुनः गिरफ्तारी के लिए घोषित किये गये इनाम की सूचना भी देगा।
पलायन और गलत रिहाई की रिपोर्ट	797. (क) अधीक्षक प्रत्येक पलायन और गलत रिहाई की सूचना तुरन्त महानिदेशक कारागार, जिला मजिस्ट्रेट, और परिक्षेत्रीय उप महानिरीक्षक (कारागार) को देगा और पलायन या गलत रिहाई के 24 घंटे के भीतर संक्षिप्त रिपोर्ट उनको भेजेगा। तब वह एक पलायन और गलत रिहाई की परिस्थितियों की पूर्ण जांच करेगा और जेल अधिकारियों

	के आचरण के संबंध में या दूसरे मामले जैसे इमारत के दोष आदि दूर करने के संबंध में अपनी सिफारिशों के साथ पूर्ण रिपोर्ट और लिए गये साक्ष्य अपनी संस्ततियों के साथ अग्रेषित करेगा। पलायन के मामले में जेल परिसर का एक रफ स्केच, जिसमें पलायन घटित हुआ है, संतरियों के पदों को दर्शित करते हुए रिपोर्ट के साथ भेजा जाना चाहिए। (ख) पलायन या गलत रिहाई के मामले में महानिदेशक (कारागार) यदि वह आवश्यक समझे तो अधीक्षक द्वारा की गयी उपर्युक्त कथित जांच को निलम्बित रखते हुए परिक्षेत्रीय उप महानिरीक्षक कारागार को जांच करने और रिपोर्ट देने के लिए कह सकता है। उप महानिरीक्षक कारागार जांच कर सकता है या वहां से शुरू कर सकता है जहां से महानिदेशक (कारागार) के आदेश से निलम्बित की गयी है। (ग) अधीक्षक ये देखेगा कि पलायन या गलत रिहाई या उपद्रव से प्रत्यक्ष या अप्रत्यक्ष रूप से जुडे किसी भी कैदी का अभी निपटारा न हुआ हो, बिना महानिदेशक (कारागार) के सूचना के रिहा न हो जाय। सिद्धदोष के मामलों में रिहाई का दिनांक महानिदेशक कारागार को कम से कम 15 दिन पूर्व रिपोर्ट किया जाना चाहिए।
पलायन के प्रयास की रिपोर्ट	798. पलायन या गलत रिहाई के सभी प्रयास भी महानिरीक्षक कारागार और परिक्षेत्रीय उप महानिरीक्षक कारागार को रिपोर्ट किये जाने चाहिए।
पुनः गिरफ्तारी के लिए इनाम	799. (क) अधीक्षक बंदी के पलायन और गलत रिहाई पर पुनः गिरफ्तारी के लिए अधिकतम रू0 5000/–तक इनाम दे सकता है और विज्ञापन दे सकता है। (ख) जहां परिस्थितियां अधिक बड़े इनाम के भुगतान को उचित बताती हैं वहां परिक्षेत्रीय उप महानिरीक्षक कारागार और महानिदेशक (कारागार) को आवेदन प्रेषित किया जाना चाहिए, जो कैदी को पुनः गिरफ्तार किये जाने के लिए क्रमशः रू0 10000/–या 20,0000/–इनाम देने के लिए सशक्त हैं। इस प्रकार के इनाम बजट शीर्षक "अन्य भत्ते" पर भारित किया जाना चाहिए।
पलायन के मामले में जिला मजिस्ट्रेट द्वारा जांच	800. किसी पलायन या गलत रिहाई की सूचना प्राप्त होने पर तत्काल जिला मजिस्ट्रेट अथवा उसकी अनुपस्थिति में मुख्यालय को प्रभारी मजिस्ट्रेट पलायन या गलत रिहाई की परिस्थितियों के संबंध में एक जांच करायेंगे और सम्बन्धित अधिकारियों और अन्य मामलों के संबंध में अपनी संस्तुतियों सहित जैसा कि वह उपयुक्त समझे, एक रिपोर्ट महानिदेशक (कारागार) को प्रेषित करेंगे। उसी समय जिला मजिस्ट्रेट रिपोर्ट की एक प्रति गृह विभाग (कारागार) उ0प्र0 शासन को भी भेजेंगे।
पलायन के मामलों में जेल अधिकारियों की उपेक्षा	801. जब जिला मजिस्ट्रेट और अधीक्षक कारागार की रिपोर्ट यह संकेत देती है कि पलायन या गलत रिहाई की घटना किसी जेल अधिकारी की उपेक्षा के कारण घटी है तो महानिदेशक कारागार यह निर्णय करेगा कि उस अधिकारी के संबंध में भारतीय दण्ड संहिता–1860 के अधीन कार्यवाही की जायेगी। या जेल विनियमों के उल्लंघन के लिए। पलायन के सभी मामले महानिदेशक (कारागार) द्वारा राज्य सरकार को रिपोर्ट किये जायेंगे।
पुनः गिरफ्तारी पर रिपोर्ट	802. (क) जब एक पलायित या गलत रिहा बंदी पुनः गिरफ्तार कर लिया जाता है तो अधीक्षक कारागार पुनः गिरफ्तारी की परिस्थितियों एवं दिनांक सहित एक रिपोर्ट महानिदेशक कारागार को प्रेषित करेगा। यदि बंदी द्वारा पलायन किया गया हो और वह गलत रिहाई न हो तो बंदी विचारण के लिए भेजा जायेगा और निर्णय की एक प्रति महानिरीक्षक कारागार को भी इसी दौरान प्रेषित कर दी जायेगी। अधीक्षक पुनः गिरफ्तारी की सूचना उन सभी अधिकारियों को देगा, जिन्हें पलायन या गलत रिहाई की सूचना भेजी गयी थी। (ख) एक पुनः गिरफ्तार कैदी पुनः जेल में वापस अपने मूल वारण्ट पर आ सकता है।

पुनः गिरफ्तार बंदियों को बेड़ियां	803. एक कैदी जिसने जेल से अपने पलायन को अंजाम दिया है, पुनः गिरफ्तार किये जाने पर जिला मजिस्ट्रेट की अनुमति से यदि सिद्धदोष बंदी है और सम्बन्धित न्यायालय की अनुमति से यदि विचाराधीन कैदी है तो बेड़ी में रखा

	जा सकता है।
पलायित बंदियों से सम्बन्धित दस्तावेज	804 (क) एक पलायित या गलत रिहा किये गये कैदी का दोषसिद्धि वारण्ट, उसके पलायन या गलत रिहाई की तिथि से 10 वर्ष तक जेल कार्यालय में रखा जायेगा, जिसके बाद इसको निर्गत करने वाले न्यायालय को वापस कर दिया जायेगा और पलायन करने वाले या गलत रिहा होने वाले अपराधी का नाम जेल रिकार्ड से काट दिया जायेगा। (ख) एक विचाराधीन बंदी या सिविल बंदी जो पलायन कर गया था या उसकी गलत रिहाई हुई थी का प्रतिपेषण या सुपुर्दगी आदेश सम्बन्धित न्यायालय को लौटा दिया जायेगा, इस पृष्ठांकन के साथ कि कैदी जेल से पलायन कर गया या गलत रिहा हो गया है।
पलायन करने वाले बंदी की सम्पत्ति	805. पलायन करने वाले या गलत रिहा होने वाले बंदी की सम्पत्ति उसके पलायन या गलत रिहाई से एक वर्ष की अवधि तक रखी जायेगी। यदि वह उक्त अवधि तक पुनः गिरफ्तार नहीं किया जाता तो सम्पत्ति बेच दी जायेगी और बंदी से संबंधित कोई नकद धनराशि राजकोष के सुसंगत खाते में जमा कर दिये जायेंगे।
रजिस्टर में प्रविष्टि	806. ऐसे बंदियों के नाम और विवरण जो पलायन कर गये है या गलत रूप से रिहा हो गया है, इस उद्देश्य के लिए बनाये गये रजिस्टर में दर्ज किया जायेगी।
हिस्ट्री टिकट पर नोट	807. ऐसे कैदी जो जेल से पलायन के बाद पुनः गिरफ्तार किये गये हैं उनके हिस्ट्री टिकट पर एक संक्षिप्त नोट लिखा जायेगा। प्रविष्टि में पलायन के दिनांक और पलायन की प्रकृति का उल्लेख होना चाहिए और दर्शित करना चाहिए कि पलायन जेल के अन्दर से हुआ है या बाहर से और यह दिन में हुआ है या रात में। ऐसे पलायन के बारे में कोई अन्य महत्वपूर्ण तथ्य भी नोट किये जा सकते हैं।

अध्याय–34

सेल के कैदी

कारागार अधिनियम–1894 की धारा–28 के अधीन सेल में कैद	808. (क) कारागार अधिनियम–1894 की धारा– 28 (अधिनियम संख्या–9 सन् 1894) केवल आपराधिक कैदियों को या तो साथ–साथ या अकेले सेल में कैद किये जाने की या आंशिक रूप से एक प्रकार से और आंशिक रूप से दूसरी प्रकार से शक्ति प्रदान करती है और यदि कोई कैदी इस धारा के अधीन सेल में रखा गया है तो यदि परिस्थितियां अनुमति देती है उसके साथ वैसा ही व्यवहार किया जायेगा जैसा कि साहचर्य में बंद साधारण बंदी के साथ उदाहरण के लिए वह उसी समय बंद किया जायेगा या खोला जायेगा और उसे अन्य बंदियों के साथ काम करने की अनुमति होगी आदि। एक बंदी एक सेल में कैद किया जाता है क्योंकि वहां बंद करना एक उपाय माना जाता है न कि इस कारण की उसे सजा के रूप में सेल्युलर कारावास दिया गया है, और अधीक्षक यह देखेगा कि यह धारा किसी कैदी को दण्ड के रूप में सेल्युलर कारावास आवंटित किये जाने हेतु बचाव के रूप में उपयोग न की जाय। जब किसी कैदी को दण्ड दिये जाने के आशय से सेल्युलर कैद की कार्यवाही किया जाना आशयित हो तो वह उपयुक्त प्रस्तर या नियम के अधीन की जानी चाहिए। (ख) ऐसे मामले में जब किसी कैदी की अधिनियम की धारा–28 के अधीन तीन माह से अधिक सेल्युलर कैद में रखने का प्रस्ताव है तो अधीक्षक तीन माह पूर्ण होने से ठीक पूर्व कैदी का नामिनल रोल, अवधि के विस्तार के पूर्ण कारणों सहित परिक्षेत्रीय उप महानिरीक्षक कारागार के आदेश के लिए प्रस्तुत करेगा। यदि कोई कैदी 6 माह से सेल्युलर जेल में है तो उसके मामले की महानिदेशक (कारागार) द्वारा समीक्षा की जायेगी और इस उद्देश्य के लिए अधीक्षक 6 माह पूर्ण होने के पूर्व ही कैदी का सांकेतिक नामावली, पूर्ण विवरण सहित उसका व्यवहार आदि महानिदेशक (कारागार) को प्रेषित करेगा। ऐसे कैदी के मामले जिसमें कैदी को छह माह से अधिक अवधि के लिए सेल में रखना आवश्यक हो, उसी तरह प्रत्येक 6 माह की समाप्ति पर महानिदेशक कारागार द्वारा समीक्षा की जायेगी।
सेल में कैद किये जाने का कारण प्रदर्शित करना होगा	809. प्रत्येक सेल, जिसमें बंदी को कैद किया गया है चाहे दण्ड स्वरूप या अन्यथा, उसके बाहर एक लकड़ी का बोर्ड लटकाया जायेगा, जिसमें बंदी को सेल में रखे जाने का कारण शब्दों में चित्रित रहेगा–जैसे–"अवलोकन के अधीन" "सजायाफ्ता कैदी" "मनोरोगी" "संक्रामक रोगी" "जेल दण्ड" "न्यायिक कैद" "भूख हड़ताल" और इसी तरह। केवल शब्द''कारागार अधिनियम की धारा–28'' पर्याप्त नहीं है और इससे बचा जाना चाहिए। यह बोर्ड सामान्य सेल टिकट के अतिरिक्त उपयोग किया जायेगा।
जेल अधिकारी द्वारा भ्रमण	810. (क) जेलर और चिकित्सा अधिकारी प्रत्येक दिन कम से कम एक बार सेल में बंदी प्रत्येक बंदी से मिलेंगे चाहे वह दण्ड के रूप में बंद हो या अन्यथा। ड्यूटी पर तैनात हेड वार्डर उसी तरह दो घंटे में कम से कम एक बार भ्रमण करेगा, दिन में और रात में। प्रत्येक अवमुक्ति पर अवमोचक अधिकारी स्वयं संतुष्ट होगा कि सेल में सभी बंदी उपस्थित हैं। (ख) सेल में कैद बंदी अपनी सेल को नियम निष्ठिता से साफ रखेंगे। (ग) सेल में कैद बंदियों को एक अतिरिक्त कम्बल दिया जायेगा।
सेल के कैदियों का प्रभार	811. सेल के कैदी, रात और दिन एक हेड वार्डर या वार्डर के प्रभार में रहेंगे।
तिथियों का रिकार्ड	812. जब एक सिद्धदोषी सेल में रखा जायेगा तो उसको एकान्तवास परिरोध के प्रारम्भ होने की तिथि को दर्शित करने वाला उसका टिकट रोल के बाहर लगाया जायेगा। प्रत्येक सप्ताह की समाप्ति पर सेल के बंदी को अधीक्षक के समक्ष पेश किया जाएगा और सप्ताह के एकान्त कारावास की समाप्ति की तिथि उसके टिकट पर दर्ज की जानी चाहिए। तब व्यतीत की गयी अवधि को एकान्त कारावास के रजिस्टर में

	दर्ज किया जाएगा।

चिकित्सीय परामर्श के आधार पर सेल से हटाना	813. यदि चिकित्सा अधीक्षक/चिकित्साधिकारी की राय हो कि एकान्त परिरोध से किसी कैदी के शरीर या मन पर हानिकारक प्रभाव पडने की संभावना है तो वह तुरन्त उसे सेल से हटाने के लिए आदेश देगा और कारण को आदेश पुस्तिका में दर्ज करेगा।
अस्वस्थ होने के मामले में सजा का परिहार	814. यदि कोई एकान्त परिरोध की सजा या उसके किसी भाग के स्थायी रूप से अनुपयुक्त घोषित किया जाता है तो अधीक्षक महानिदेशक (कारागार) के माध्यम से सरकार को उसकी ऐसी सजा या उसके अवशिष्ट भाग के परिहार करने के लिए लिखेगा।
निर्धारित समयों को छोड़कर कैदी सेल नहीं छोड़ेगा	815. अलग कैदी की सजा भोग रहे बंदियों को अधीक्षक द्वारा नियत समयों को छोड़कर उनकी सेल से बाहर नहीं निकाला जायेगा।
अन्य जेल में स्थानान्तरण	816. जब बंदी अपने एकान्त परिरोध की सजा पूर्ण किये बिना अन्य जेल को स्थानान्तरित कर दिया जाता है, तो अधीक्षक वारण्ट के पीछे भोगी गयी एकान्त परिरोध की सजा का विवरण दर्ज करेगा और एकान्त सेल टिकट को उस कैदी के साथ भेजेगा।

अध्याय–35

उच्च सुरक्षा में कैदी

उच्च सुरक्षा में कैदी	817.घर से भागे लोगों, दंगाई, आतंकवादियों नक्सलियों, ड्रग व्यापारियों, उन्मादियों, अतिवादियों, व्यावसायिक अपराधियों, बार–बार अपराध करने वालों, हिंसक, खतरनाक, संवेदनशील कैदियों और अन्य उच्च खतरे वाले कैदियों के लिए विद्यमान जेलों में कम से कम एक उच्च सुरक्षा बाड़ा चिन्हांकित होगा। अधीक्षक अपराधी के पूर्ववृत्त, जेल में उसके व्यवहार, अपराध की गंभीरता, जेल और बंदियों की शांति और सुरक्षा को ध्यान में रखते हुए किसी बंदी को उच्च सुरक्षा बैरकों, या सेल या किसी अन्य बाड़े में रखने का आदेश दे सकता है।
उच्च सुरक्षा कैदियों का प्रभार	818. उच्च सुरक्षा बंदी सीधे किसी वरिष्ठ वार्डर के प्रभार में होगा, जेलर या डिप्टी जेलर उच्च सुरक्षा बाड़े के प्रभारी होंगे। उच्च सुरक्षा बैरक की निगरानी और सुरक्षा में तैनात सभी कार्मिक अच्छी तरह प्रशिक्षित होने चाहिए।
साक्षात्कार, पत्र और संचार, न्यायालय की सुनवाई	819. (क) उच्च सुरक्षा बैरक में निरूद्ध किसी बंदी की मुलाकात एक अधिकारी की उपस्थिति में करायी जायेगी। जो डिप्टी जेलर के पद से नीचे का नहीं होना चाहिए और पहचान के सत्यापित करने, पूर्व पद और मुलाकाती के कैदी से संबंध में ध्यानपूर्वक जांच पड़ताल के बाद अनुमति देनी चाहिए। ऐसे कैदियों की मुलाकात सी0सी0टी0वी0 की निगरानी में अलग स्थान पर की जानी चाहिए। ऐसे बंदियों की मुलाकात के लिए विशेष दिन निर्धारित किया जाना चाहिए और यदि आवश्यक हो तो ऐसी मुलाकात के दौरान एक आसूचना अधिकारी उपस्थित रहे। (ख) उच्च सुरक्षा बाड़े में निरूद्ध बंदियों के सभी पत्र जेलर द्वारा सेंसर किये जाने चाहे और यदि आसूचना अधिकारी द्वारा अपेक्षित किया जाय।
भोजन	820. उच्च सुरक्षा में निरूद्ध एक बंदी को उसके श्रेणी हेतु निर्धारित मानक के अनुसार भोजन दिया जायेगा। उच्च सुरक्षा के किसी भी कैदी को न तो बंदी अपना भोजन बनाने की अनुमति होगी और न वह निजी स्रोतों से भोजन प्राप्त कर सकता है।
सामाग्रियों की सूची	821. उच्च सुरक्षा बैरक में निरूद्ध प्रत्येक बंदी की सभी वस्तुओं, जिसमें वे शामिल हैं, जो जेल से दी गयी हैं, की सूची बैरक या सेल में प्रदर्शित की जायेगी। यह प्रतिदिन जॉची जायेगी और लॉकिंग अधिकारी द्वारा अल्पहस्ताक्षरित की जायेगी।
उच्च सुरक्षा बाड़े में निरूद्ध कैदियों की अधिकारियों द्वारा निरीक्षण	822. (क) जेलर दिन में कम से कम एक बार उच्च सुरक्षा बाडे में बंदी बंदियों से मिलने जाएगा और अधीक्षक सप्ताह में कम से कम तीन बार उनसे मिलने जाएगा। (ख) उच्च सुरक्षा के बंदियों को वह चिकित्सा सुविधा होगी, जो अन्य अन्तःवासियों को है। चिकित्सा अधिकारी उनसे दिन में कम से कम एक बार मिलने जाएगा।
शारीरिक व्यायाम, मनोरंजन और कैन्टीन सुविधा	823. (क) सभी साधारण कैदियों के लिये बनाये गये नियमों के अधीन उच्च सुरक्षा बाड़े के बंदियों को किताबें, जनरल, समाचार पत्र और अन्य लेखन सामाग्रियां उपलब्ध करायी जायेगी।

	(ख) सुबह–शाम उचित अवधि के लिए, उच्च सुरक्षा बैरक में निरूद्ध बंदियों को शारीरिक व्यायाम, योग, ध्यान आदि करने की अनुमति दी जा सकती है। उनकी दिनचर्या नियम, 416 के उपबन्धों के अनुसार विविध प्रकार की होगी और अधीक्षक द्वारा इस प्रकार निर्धारित की जायेगी कि अधिकतम सुरक्षा और अनुशासन सुनिश्चित हो सके। (ग) उच्च सुरक्षा कैदियों को कैन्टीन की सुविधा उनके स्वयं के बाड़े के अन्दर ही दी जा सकती है।
विशेष उपाय जिनका अनुकरण किया जाना चाहिए	824. (क) उच्च सुरक्षा बाड़े के निकट एक मानव रहित क्षेत्र की पहचान कर लेनी चाहिए, जिसमें कोई अन्तःवासी कैदी या स्टाफ नहीं जाना चाहिए सिवाय उनको छोड़कर जिनकी वहॉ ड्यूटी लगाइ गयी है। (ख) सेल/बैरक के दरवाजों के तालों की चाभियां हमेश उस व्यक्ति के पास होनी चाहिए, जो ड्यूटी पर तैनात है। वे किसी भी परिस्थिति में अप्राधिकृत व्यक्ति के हाथों में नहीं सौंपी जानी चाहिए। (ग) ड्यूटी पर तैनात वार्डर की आते और जाते समय पूर्ण तलाशी ली जानी चाहिए। कैदी के वृत्त और संवेदनाओं से समय–समय पर वह जेलर अथवा प्रभारी उप जेलर द्वारा पर्याप्त रूप से सूचित किया जाना चाहिए। उसे इस बात की चेतावनी दी जानी चाहिए कि वह कैदियों से खाद्य सामग्री, धूमपान की वस्तुएं या पानी भी नहीं लेना चाहिए। (घ) लॉकिंग–अनलॉकिंग के समय की गई गणना के अलावा उच्च सुरक्षा बैरक में निरूद्ध अन्तः वासियों की दिन में दो बार गणना की जानी चाहिए। (ङ) यह सुनिश्चित किया जाना चाहिए कि उच्च सुरक्षा बैरक में निरूद्ध सभी बंदी एक साथ न खोले जायं। (च) उन्हें खेलकूद, सांस्कृतिक और शैक्षिक कार्यक्रमों के उद्देश्य से बाड़े से बाहर ऐसी जगह पर नहीं ले जाना चाहिए जहॉ साधारण कैदी इकट्ठा हों। (छ) उच्च सुरक्षा कैदियों को सामान्यतया परीक्षा में बैठने की अनुमति नहीं दी जानी चाहिए। (ज) नैत्यक तलाशी के अलावा जेलर द्वारा सप्ताह में दो बार और अधीक्षक द्वारा पन्द्रह दिन में एक बार विशेष दल बनाकर तलाशी करायी जानी चाहिए।
गेट बुक	825. प्रभारी वरिष्ठ जेलर द्वारा उच्च सुरक्षा बाड़े के लिए एक अलग गेट बुक तैयार की जाएगी और ऐसी गेटबुक में प्रविष्टियां उसी तरह की जानी चाहिए जैसे मुख्य द्वार पर की जाएंगी।
मैनुअल के अन्य उपबन्धों का अनुप्रयोग	826. मैनुअल के अन्य उपबन्ध, जहॉ तक वे इस अध्याय से असंगत न हो, आवश्यक परिवर्तनों सहित उच्च सुरक्षा बाड़े के बंदियों पर भी लागू होंगे।

अध्याय–36
जेल उद्योग और श्रम

उद्योग, कौशल विकास और व्यावसायिक प्रशिक्षण	827. (क) महानिदेशक कारागार जेल में उद्योग और बंदियों की सहकारी समितियों की स्थापना कराएगा। (ख) कौशल विकास कार्यक्रम और व्यावसायिक प्रशिक्षण समिति–कारागार मुख्यालय पर महानिदेशक (कारागार) की अध्यक्षता में एक "कौशल विकास कार्यक्रम और व्यावसायिक प्रशिक्षण समिति" का गठन किया जायेगा। अध्यक्ष के अलावा समिति में पॉच सदस्य होंगे, अर्थात सरकार का एक प्रतिनिधि जो संयुक्त सचिव स्तर के नीचे का नहीं होगा, अपर महानिरीक्षक (कारागार) (प्रशिक्षण और विकास), निदेशक, जेल उद्योग, महानिदेशक (कारागार) द्वारा नामित वरिष्ठ अधीक्षक, महानिदेशक (कारागार) द्वारा नामित निजी क्षेत्र के उद्योगों से दो व्यक्ति जो इस क्षत्र में विशेषज्ञ हों। समिति के कार्य होंगेः– (एक) कौशल विकास और व्यवासायिक प्रशिक्षण के कार्यक्रम की योजना बनाना और लागू करना, (दो) ऐसे कार्यक्रमों को चलाने के लिए अपेक्षित कोष की व्यवस्था करना, (तीन) उत्पादन की नीति का निर्धारण, (चार) कौशल विकास कार्यक्रमों के आर्थिक पक्षों का परीक्षण करना, (पांच) जेल के कौशल विकास कार्यक्रम को एक ठोस वाणिज्यक स्तर पर स्थापित करना; (छह) सभी स्तरों पर समन्वय सुनिश्चित करना, (सात) प्रत्येक संस्थान में कौशल विकास कार्यक्रमों के प्रदर्शन का मूल्यांकन, (आठ) उत्पादन के आधुनिक प्रबन्धन की प्रक्रियाओं एवं व्यवहारों को शामिल करना, (नौ) संस्थानिक कौशल विकास कार्यक्रमों और व्यावसायिक प्रशिक्षण से सम्बन्धित सभी मामलों का मार्गदर्शन, पर्यवेक्षण, निर्देश और नियंत्रण। (ग) प्रत्येक जिला और केन्द्रीय जेलों में रोजगार योग्य दोषसिद्धों के लिए स्वरोजगार व्यापार एवं व्यवसाय हेतु व्यावसायिक प्रशिक्षण कार्यक्रम आयोजित किया जायेगा– (i) ऐसे कार्यक्रम विचाराधीन बंदियों के लिए खोले जा सकते हैं जो अपनी व्यावसायिक योग्यता की जांच के बाद स्वेच्छा से ऐसे प्रशिक्षणों से गुजरता है। (ii) बड़ी जेलों में जहां भी संभव हो, एक औद्योगिक प्रशिक्षण संस्थान स्थापित किया जा सकता है और जहां यह स्थापित किया जाना संभव न हो, स्थानीय औद्योगिक प्रशिक्षण संस्थान की सहायता ली जा सकती है। (iii) विभिन्न प्रशिक्षण परियोजनाओं के कुशल आयोजन के लिए, जेल के पास पर्याप्त स्टाफ हो सकता है। अंते वासियों की प्रशिक्षण आवश्यकताओं के अनुरूप बहुआयामी परियोजनाओं के आयोजन हेतु इसे कक्षों और प्रशिक्षण उपकरणों से उचित रूप से सुसज्जित होना चाहिए। (iv) नव वयस्क कैदियों और अन्य जो प्रशिक्षण परियोजनाओं से लाभ प्राप्त कर सकते हैं, उन्हें व्यावसायिक प्रशिक्षण प्रदान किये जाने पर विशेष जोर दिया जाना चाहिए।
कठोर कारावास से दण्डित सिद्धदोष कैदी	828. अधीक्षक अपनी देखरेख में और जहां तक संभव हो निम्नलिखित कारकों को ध्यान में रखकर, कठोर कारावास की सजा पाये सभी श्रेणी के बंदियों को श्रम उपलब्ध करायेगा चाहे औद्योगिक हो या बिना

को श्रम	औद्योगिक– (क) किसी विशिष्ट कार्य के लिए कैदी की शारीरिक और मानसिक स्वस्थता। (ख) कैदी की पूर्व शिक्षा, प्रशिक्षण या किसी उद्योग व्यापार या पारिवारिक व्यवसाय का अनुभव। (ग) कैदी का किसी विशिष्ट कार्य के प्रति झुकाव या रूझान। (घ) पुनर्वासन की सम्भावनाएं अर्थात–जब कैदी जेल से रिहा किया जाएगा तो अपने गांव या जिले के निकट उस विशिष्ट कार्य में अपने आपको नियोजित कर पाएगा (ङ) व्यापार या शिल्प के शिक्षा के लिए अपने गृह जनपद से दूर कैदी जेल न भेजा गया हो।
जेल कारखाने में उत्पादित वस्तुएं और कारखाना नियम	829. जेल फैक्ट्री सामान बनाएगीः– (क) जेल विभाग के उपयोग के लिए; (ख) सरकारी विभागों के उपयोग के लिए; और (ग) जनता के विक्री के लिए; जेल कारखानों के प्रबन्धन, कीमत और उत्पादित वस्तुओं के विक्रय से सम्बन्धित नियम परिशिष्ट–दस में उपलब्ध है।
उद्योगों का केन्द्रीकरण	830. महानिदेशक कारागार, जेल के उपयोग की वस्तुओं का निर्माण करने वाले उद्योगों को कुछ जेलों में केन्द्रीकृत कर देगा।
उद्योग विभाग के अधिकारियों द्वारा निरीक्षण	831. उद्योग विभाग के अधिकारी जैसे–सहायक आयुक्त और उससे ऊपर के अधिकारी जब यात्रा पर हों, तो जेल फैक्ट्रियों का निरीक्षण कर सकते हैं और विजिटर बुक में ऐसी टिप्पणी अंकित कर सकते है, जो वे उपयोगी समझते हैं। उन्हे सभी युक्तिसंगत सुविधाएं अधीक्षक द्वारा उपलब्ध करायी जाएगी।
सिद्धदोष बंदियों के श्रम को किराये पर देना	832. महानिरीक्षक की पूर्व अनुमति से सिद्धदोष बंदियों के श्रम को निजी व्यक्तियों, ठेकेदारों, फर्म, सरकारी विभागों या एजेंसियों को किराए पर दिया जाना अनुमन्य होगा।
सूती कपड़ों के उत्पादन को धोना और प्रेस करना	833. सभी प्रकार के सूती कपड़ों को गोदाम में भेजने से पूर्व अच्छी तरह धो लेना, रंग लेना और प्रेस कर लेना जरूरी है।
जेल में बनी वस्तुओं का विक्रय	834. अधीक्षक जेल में बनी वस्तुओं के विक्रय के लिए उचित व्यवस्था बनाने के लिए जिम्मेदार होगा। सामानों को उत्तर प्रदेश जेल डिपो, लखनऊ भेजने के अलावा जेल गेट के पास एक शोरूम बनवाया जा सकता है और एक जेल स्टाफ के प्रभार के अधीन वस्तुओं को बाजार में बेचने के लिए भेज सकता है। महानिरीक्षक कारागार की पूर्व अनुमति से वह जेल में बनी वस्तुओं को महत्वपूर्ण मेलों, प्रदर्शनियों आदि मे प्रदर्शन और विक्रय के लिए भेज सकता है।
उत्पादों का मानकीकरण	835 (i) जेल उद्योग के विभिन्न उत्पादों को मानकीकृत किया जाएगा। एक हस्तपुस्तिका जिसमें मानकीकरण और विभिन्न उत्पादन इकाईयों में उत्पादन प्रक्रिया का विस्तृत विवरण होगा, कार्मिकों के मार्गदर्शन के लिए तैयार करायी जायेगी। (ii) विभिन्न उत्पादक इकाईयों के लिए बाजारा से आदेश प्राप्त करने के लिए जेल उद्योगों के मानकीकृत उत्पादों की सूची तैयार की जा सकती है। (iii) जेल उद्योग के उत्पादो की बिक्री बढ़ाने के लिए जेल गेट के बाहर या अन्य स्थानों पर शोरूम खोले जा सकते हैं। एक पुस्तिका भी रखना चाहिए जिसमें जनता को बेचे जा रहे उत्पादो के बारे में उनकी दरों

	के साथ उनके मूल्यों की भी सूचना देगी। (iv) शोरूम और जेल उत्पाद की दुकानों पर जहां तक संभव हो उपयुक्त रिहा कैदियों को भी नियोजित किया जा सकता है।

खतरनाक कामों में नियोजन	836. अधीक्षक किसी बंदी को ऐसे खतरे वाले काम में नियोजित नहीं करेगा, जो उसके जीवन या उसके किसी अंग को खतरे में डालता है, जब तक कि उस खतरनाक काम के विरूद्ध आवश्यक सावधानियों के सम्बन्ध में अपेक्षित सूचना और पर्याप्त सुरक्षा उपकरण न हों। व्यवसायिक बीमारियों के खतरे वाली उत्पादन इकाईयों में काम करने वाले बंदियों का निश्चित अंतराल पर चिकित्सीय परीक्षण होना चाहिए।
छुट्टियों के दिन काम नहीं	837. रविवार को और निम्नलिखित दिनों को, जो जेल छुट्टी के दिन नामित हैं, कोई कैदी किसी श्रम को करने के लिए अपेक्षित नहीं होगा, उन कामों को छोड़कर जो आवश्यक जेल सेवाओं को जारी रखने के लिए पूर्णरूपेण आवश्यक हों:– स्वतंत्रता दिवस की वर्षगांठ, गणतंत्र दिवस की वर्षगांठ, बारावफात, बसंत पंचमी, चेहल्लुम, क्रिसमस डे, दशहरा, दिवाली, गॉधी जयन्ती, गुडफ्राइडे, होली, इदुलफितर, इदुलजुहा, जन्माअष्टमी मोहर्रम, रामनवमी, शिवरात्रि, रक्षाबन्धन।
कैदी श्रम के लिए समय सीमा	838. जैसा कि कारागार अधिनियम–1894(अधिनियम संख्या–3 सन् 1894) की धारा 35 के अनुसार अपेक्षित है, कोई भी कैदी एक दिन में नौ घण्टे से अधिक श्रम पर नहीं रखा जायेगा, सिवाय जब

	आकस्मिकता हो और अधीक्षक की लिखित अनुमति से स्कूल में उपस्थित रहने में लगा समय या शारीरिक व्यायाम में लगा समय इस नियम के उद्देश्यों के लिए श्रम माना जायेगा।

श्रम का वर्गीकरण	839. (क) विभिन्न प्रकार के श्रम वर्गीकृत हैंः– कठोर, मध्यम और हल्का। अधीक्षक किसी कैदी को श्रम में उस श्रेणी के अनुसार नियोजित करेगा जैसा चिकित्सा अधिकारी द्वारा उसके लिए निर्धारित किया गया है। प्रवेश के समय आवंटित श्रम और बाद में श्रम के परिवर्तन अधीक्षक के आद्याक्षर के अधीन उसके इतिहास टिकट पर दर्ज किये जायेंगे जो ऐसे किसी भी श्रम के आवंटन या उसके परिवर्तन के समय कैदी को व्यक्तिगत रूप से देखेगा। (ख) किसी कैदी को 'हल्का' या 'मध्यम' श्रम के लिए उपयुक्त घोषित किये जाने के पूर्व उसे 'कठोर' श्रम आवंटित किया जाता है तो चिकित्सा अधिकारी उसकी जॉच करेगा और उसके इतिहास टिकट पर स्वस्थता का एक प्रमाण–पत्र दर्ज करेगा कि वह उस श्रेणी के श्रम के लिए उपयुक्त है, जो परिशिष्ट– बारह में निर्धारित है।
श्रम के लिए प्रोत्साहन	840. (क) जहॉ तक संभव हो प्रोत्साहन की दर समय–समय पर राज्य सरकार द्वारा मानकीकृत की जायेगी। (ख) कैदी को दिये जाने वाली प्रोत्साहन राशि के एक हिस्से को पीड़ित क्षतिपूर्ति कोष हेतु काट लिया जायेगा और वह परिशिष्ट– बारह में उल्लिखित नियमों के अनुसार वितरित किया जायेगा। (ग) जहॉ तक संभव हो सके प्रोत्साहन को कैदी के बचत खाते में जमा किया जाना चाहिए। (घ) विभिन्न प्रकार के श्रमों की सूची, उसके वर्गीकरण के साथ प्रोत्साहन राशि और उसके लिए निर्धारित काम परिशिष्ट–तेरह में दिये गये हैं।
कठोर श्रम	841. प्रवेश पर प्रत्येक कैदी जो शारीरिक और मानसिक रूप से उपयुक्त है, कठोर श्रम पर रखा जायेगा। यदि वह कोई कार्य जानता है जो जेल में होता है, तो उसे तत्काल उसी काम पर लगाया जाना चाहिए ताकि उसके कौशल का उपयोग किया जा सके। लम्बी अवधि के कैदियों को उन्हें व्यापार या व्यवसाय सीखने के योग्य बनाने के लिए 06 माह के बाद कारखानों में लगाया जायेगा।
अन्तर्कारा और वर्हिकारा रोजगार	842. जेल में श्रम हो सकते हैंः– (क) अन्तर्कारा जैसे सीमाओं के भीतर अथवा (ख) वाह्यकारा जैसे– जेल की बाह्य दीवारों की सीमाओं से परे किन्तु जेल परिसर की सीमाओं से परे नहीं।
श्रम पर कैदियों के लिए छूट	843. (क) वर्हिकारा श्रम या खुले में श्रम करने वाले कैदी गर्मियों में पूर्वान्ह् 10:30 बजे तक अपनी बैरकों में लौट आयेंगे तथा पुनः अपरान्ह् 02:30 बजे काम पर लौटेगें। अन्य सभी कैदी पूर्वान्ह् 11:00 बजे काम बंद करेंगे और अपरान्ह् 02 बजे पुनः काम शुरू करेंगे। (ख) सर्दियों में सभी कैदी पूर्वान्ह 11:00 बजे काम रोंक देंगे तथा अपरान्ह् 01:00 बजे काम पर लौटेगें। (ग) अधीक्षक, कारणों को दर्ज करते हुए काम के समय को परिवर्तित कर सकता है।
महिला बंदियों को उनके बाड़े से बाहर	844. कोई महिला बंदी, किसी भी बहाने से अपने बाड़े, जो उनके लिए विशेषतः आरक्षित है, से बाहर काम पर नियोजित नहीं की जायेंगी।

नियोजित न करना	
प्रशिक्षण और कौशल विकास कार्यक्रम	845. (क) कार्यपालक और पर्यवेक्षणीय कार्मिक को प्रबंधन की आधुनिक विधियों का प्रशिक्षण दिया जाना चाहिए। (ख) जेल कौशल विकास कार्यक्रम में ऐसी सेवाएं होनी चाहिए जो समाज की आवश्यकताएं हो, जैसे–निर्माण कार्य, राजगीरी, बढ़ई का कार्य, प्लम्बरिंग, बिजली का कार्य, दर्जी का कार्य, बने बनाये कपड़ो का निर्माण, चमड़े का कार्य, जेल सेवाएं, कृषि, उद्यान, डेयरी, मुर्गी पालन, फूल उत्पादन, डीजल इंजन कर रखरखाव, विद्युत पम्प का रखरखाव, ट्रैक्टर की मरम्मत, आटोमोबाइल की मरम्मत और सर्विसिंग, बेंत के कार्य, टोकरी बनाना, बर्तन बनाना, किताब की बाइडिंग, टाइपिंग, कम्प्यूटर चलाना, हस्तशिल्प, स्टेनोग्राफर, कपड़ो पर पेन्टिंग, कसीदाकारी, होजरी, बेकरी, नमकीन बनाना, पेपर बनाना, खिलौना बनाना, मशीन से सिलाई और मरम्मत करना, खाद्य प्रसंस्करण आदि। (ग) सम्बन्धित प्रशिक्षक के साथ कारखाने का प्रभारी अधिकारी रिहा होने वाले कैदियों की सभी प्रकार की कौशल दस्तकारी को प्रतिस्थापित करने के लिए उपयुक्त कैदियों का प्रशिक्षण कराता रहेगा। कारखाने के प्रत्येक विभाग में इस प्रकार के कैदियों का प्रतिशत 70 से कम नहीं होना चाहिए। (घ) केन्द्रीय कारागारों में 20 प्रतिशत अतिरिक्त ऐसे कैदियों को प्रशिक्षित किया जाना चाहिए, जो अच्छे आचरण वाले हैं और प्रशिक्षण की अवधि की समाप्त पर अन्य जेलों को स्थानान्तरित होने के पात्र हैं। (ङ) जब एक दस्तकार कैदी स्थानान्तरित किया जाता है तो जहॉ से स्थानान्तरित किया जा रहा है, उस जेल का जेलर स्थानान्तरित किये जाने वाले कैदी के हिस्ट्री टिकट पर प्रमाणित करेगा कि वह उस कार्य का अच्छा जानकार है, जिसके लिए उसे स्थानान्तरित किया गया है। ऐसा कैदी सामान्यतः अपने निवास के जिले में स्थानान्तरित नहीं किया जाना चाहिए और इस बात का भी ध्यान रखना चाहिए कि एक ही मामले में अपराधी कैदियों को एक ही जेल में नहीं भेजना चाहिए।
कार्य पट्ट	846. जब कैदियों का एक दल किसी विशिष्ट कार्य में नियोजित है तो टास्क बोर्ड प्रमुखता से प्रदर्शित होना चाहिए। इस बोर्ड पर निर्धारित कार्य चाक से इस प्रकार लिखा जाना चाहिए ताकि अधीक्षक, भ्रमणकर्ता आदि एक ही बार में ही समझ जाय।
कार्य की जॉच	847.(क) जेलर अथवा कार्यदल के अन्य प्रभारी अधिकारी प्रत्येक शाम कैदियों द्वारा किये गये कार्य की गुणवत्ता की जॉच करेगा और निर्धारित श्रम टिकट पर किये गये कार्य को नोट करते हुए यह देखेगा कि सभी कैदियों ने अपने आवंटित कार्य को पूर्ण किया है। छोटे या बुरे कार्य पर की गयी कार्यवाही को श्रम टिकटों पर नोट किया जाएगा। (ख) सभी दिये गये श्रम कार्यों के लिए शुरूआत करने वाले कैदियों को देय भत्ता दिया जायेगा। कैदियों को धीरे–धीरे पूरे कार्य का काम दिया जायेगा, जिसकी सामान्यतः संभावित अवधि एक माह या ऐसे ही होगी।
औजारों की जॉच	848. सम्बन्धित व्यवसाय में इंस्ट्रक्टर के साथ प्रभारी अधिकारी समस्त उपकरण और औजारों की प्रत्येक सायं को जॉच करेगा और उन्हें इकट्ठा करायेगा और एक सुरक्षित स्थान पर संग्रहीत करायेगा और ऐसे इकट्ठा किये औजार और उपकरणों की संख्या सूची में दर्ज करायेगा। इंस्ट्रक्टर औजारों और उपकरणों की सुरक्षा की देखभाल के लिए जिम्मेदार होगा।
ऐसे कैदी जो किसी विशिष्ट कार्य के लिए नियोजित नहीं किये जायेंगे	849. धोखाधड़ी और लौंडेबाजी के आरोप में सिद्धदोष बंदी को जेल कार्यालयों में नियोजित नहीं किया जायेगा। अधीक्षक जब इसकी विशिष्ट आवश्यकता हो तो एक साक्षर बंदी को ऐसे लिपिकीय कार्य में काम करने की अनुमति प्रदान कर सकता है, जो गोपनीय और वर्गीकृत दस्तावेजों की श्रेणी में न आते हों।

जेल अनुसेवकों और अस्पताल परिचारकों का अनुपात	850. जेल अनुसेवकों और अस्पताल परिचारकों का अनुपात (साधारणतया जेल) जनसख्या के अनुपात का 10 प्रतिशत से अधिक नहीं होना चाहिए। जेल अनुसेवक वे बंदी हैं, जो जेल के दैनिक कार्यों जिसमें जेल उद्योग, जेल बाग, रसोई घर और बंदी अधिकारी के रूप में कार्य कर रहे व्यक्ति के कार्य शामिल नहीं हैं।
श्रम पर बंदियों के नियोजन में सावधानियां	851. (क) 60 वर्ष के ऊपर और 45 किलो से कम वजन के बंदियों को कठोर श्रम में नियोजित नहीं किया जायेगा। (ख) ऐसे बंदी जो कारागार में पलायन या आत्महत्या के संदिग्ध हैं या एक से अधिक बार जेल में निरूद्ध किया गया है, मुख्य दीवार और मुख्य द्वार के पास अथवा ऐसे कार्यों पर नियोजित नहीं किया जायेगा, जहॉ ऐसी वस्तुए उपलब्ध हों वहां से उन्हें भागने या आत्महत्या की सुविधा प्राप्त हो सके ।

वर्हिकारा श्रम	852. कोई बंदी या बंदियों का दल, महानिदेशक (कारागार) की स्वीकृति के बिना जेल परिसर की सीमाओं के बाहर वर्हिकारा के रूप में नियोजित नहीं किया जायेगा।
वर्हिकारा श्रम का विशेषीकरण	853. वर्हिकारा श्रम के लिए बंदी केवल शासकीय प्रयोजनों और निम्नलिखित प्रकार के श्रम में नियोजित किये जायेंगेः– 1– जेल के फार्मों और बगीचे के कार्य 2– जेल अधिकारियों के आवासों, इमारतों, सड़क की मरम्मतें और अन्य कार्य, 3– अन्य विविध कार्य।
ऐसे बंदी जो वर्हिकारा श्रम पर नियोजित नहीं किये जायेंगे	854, निम्नलिखित श्रेणी के बंदी वर्हिकारा श्रम पर नियोजित नहीं किये जायेंगेः– (क) डकैत जिसमें पूर्व में डकैती के लिए सिद्धदोष बंदी भी सम्मिलित है; (ख) ऐसे बंदी जो पूर्व में विधिपूर्ण अभिरक्षा से पलायन या पलायन का प्रयास कर चुके हैं; (ग) जहर खाने के सिद्धदोष बंदी; (घ) व्यवसायिक उप श्रेणियों के अभ्यस्त अपराधी जो विशेषतः खतरनाक हैं अथवा जो संगठित अपराध के अपराधी हैं; (ङ) विदेशी क्षेत्र के निवासी; (च) ऐसे बंदी जिनके विरूद्ध कोई दूसरा आरोप लम्बित है अथवा जिन्हें दण्ड प्रक्रिया संहिता 1973 की धारा, 356 के अधीन निगरानी में रखने का आदेश पारित किया गया है; (छ) ऐसे अपराधी जिनका कोई निश्चित रहने का स्थान नहीं है अथवा बुरे और खतरनाक चरित्र के हैं; (ज) भगौड़े सैनिक।
ऐसे बंदी जो वर्हिकारा श्रम पर नियोजित किये जा सकते हैं	855. उपरोक्त नियम के उपबंधों के अध्याधीन अधीक्षक की अनुमति से निम्नलिखित कैदी वर्हिकारा श्रम में नियोजित किये जा सकते हैंः– (क) 06 माह या उससे कम अवधि के कारावास के लिए दण्डित कैदी जो अपनी एक तिहाई सजा भोग चुके हैं; (ख) 06 माह से अधिक किन्तु 01 वर्ष से कम अवधि के कारावास के लिए दण्डित कैदी जो अपनी एक चौथाई अवधि की सजा भोग चुके हैं (न्यूनतम दो मास) (ग) 01 वर्ष से अधिक किन्तु 05 वर्ष से कम अवधि के कारावास के लिए दण्डित कैदी जो अपनी आधी

	सजा भुगत चुका है। (घ) 05 वर्ष से अधिक किन्तु 10 वर्ष से कम अवधि के कारावास के लिए दण्डित कैदी जो अपनी दो तिहाई सजा भुगत चुका है। (ङ) आजीवन कारावास से दण्डित आकस्मिक सिद्धदोष कैदी जो अच्छे परिवारों से सम्बद्ध रखते हैं, 10वर्ष की सजा भुगत चुके हैं 40 वर्ष से कम आयु के नहीं है और औपचारिक चेतावनी सहित उन्हें कोई जेल दण्ड नहीं दिया गया है। नोट– (1) पात्रता की अवधि की गणना में एक विचाराधीन कैदी के रूप में गुजरी अवधि और अर्जित छूट को ध्यान में रखा जाएगा। (2) उपरोक्त उपवाक्य (क) उन कैदियों पर लागू नहीं होगा जो रेल अधिनियम के अधीन अपराध में निरूद्ध हुये हैं और एक माह से अधिक अवधि की सजा के लिए दण्डित नहीं हुये हैं। ऐसे कैदी जब आवश्यक हो, बाहर नियोजित किये जाा सकते हैं।

वर्हिकारा श्रम के लिए उपयुक्त प्रमाण–पत्र	856. किसी कैदी को वर्हिकारा श्रम पर नियोजित किये जाने के पूर्व जेलर उसके हिस्ट्री टिकट पर अभियुक्त वारन्ट के परीक्षण के बाद प्रमाणित करेगा कि इस अध्याय में विहित नियमों के अधीन वह वर्हिकारा श्रम पर कार्य करने के लिए उपयुक्त है।
वर्हिकारा श्रम पर नियोजन के लिए अनुमति	857. तब कैदी अधीक्षक के समक्ष लाया जायेगा जो स्वयं के संतुष्ट होने के बाद कि कैदी ऐसे नियोजन के लिए अर्ह है और उसके पूर्व चरित्र में ऐसा कुछ नहीं है, जिससे यह इंगित हो कि उसको बाहर भेजना बुद्धिमत्तापूर्ण नहीं होगा, वह उसे वर्हिकारा नियोजन की अनुमति देगा। यदि कैदी वर्हिकारा नियोजन के लिए विहित सजा की अवधि पूर्ण नहीं करता तो बिना महानिरीक्षक की अनुमति के वह नियोजित नहीं किया जायेगा।
निजी क्षमता या घरेलू कार्यों में कैदियों और कैदी अधिकारियों का नियोजन	858. (क) अधीक्षक किसी भी कैदी या कैदी अधिकारी को निजी क्षमता में न तो अपने लिए उपयोग करेगा और न ही किसी अन्य व्यक्ति के लिए। (ख) कैदियों का किसी भी घरेलू कार्य में उपयोग किया जाना कठोरता से प्रतिषिद्ध है। कोई अधिकारी जो इन नियमों का जानबूझकर उल्लंघन करेगा, पदच्युति किये जाने का अधिकारी होगा।
अस्थायी वार्डर को वाह्य दल का प्रभारी न नियुक्त किया जाना	859. अस्थाई सूची का कोई वार्डर जेल की दीवारों के बाहर कार्य करने वाले कैदियों के दल का प्रभारी नहीं होगा, किन्तु किसी स्थाई अधिकारी की सहायता में नियुक्त किया जा सकता है।
वाह्य दल के प्रभारी वार्डर को सहायता के लिए कैदी निरीक्षणकर्ता	860. किसी भी वर्हिकारा वाह्य दल के वार्डर की सहायता के लिए कम से कम एक कैदी निरीक्षणकर्ता होगा। किसी भी वाह्य दल में एक वार्डर के अधीन 12 से अधिक कैदी नहीं हो सकते और यदि कैदियों की संख्या 07 से अधिक हो, तो इस संख्या पर 02 कैदी निरीक्षणकर्ता शामिल किये जायेंगे। दल में कैदियों की सुरक्षा के लिए वार्डर के साथ कैदी निरीक्षणकर्ता भी बराबर जिम्मेदार होंगे।
वाह्य दल के प्रभारी वार्डर स्टाफ के कर्तव्य	861, (क) एक हेड वार्डर या वार्डर वर्हिकारा दल का प्रभारी नियुक्त किया जायेगा। वार्डरों को कैदियों का एक गोल घेरा बनाते हुए तैनात किया जाना चाहिए, जिसके आगे किसी भी कार्य कर रहे कैदी को घेरे के बाहर जाने की अनुमति नहीं होगी। वे कैदियों की अभिरक्षा की सामान्य व्यवस्था एवं सुरक्षित रूप से कार्य

	करने के लिए उत्तरदायी होंगे। कैदियों के पानी पीने की व्यवस्था वार्डरों के घेरे के भीतर ही की जायेगी। (ख) प्रत्येक वार्डर कैदियों के दल पर पूरे समय पूर्ण निगाह रखेगा। किसी भी बहाने से कैदी को अपने घेरे से बाहर भटकने की अनुमति नहीं दी जायेगी। (ग) यदि कोई कैदी अतिआवश्यकता बताता है तो दल नजदीकी शौचालय या मूत्रालय की ओर बढ़ेगा। किसी कैदी को इस उद्देश्य से अपने दल से अलग होने की छूट नहीं दी जायेगी। यदि बाहर ऐसा कोई शौचालय नहीं है, जिस पर उचित निगाह रखी जा सके तो पूरा दल जेल के अन्दर की ओर बढ़ेगा। किसी भी कैदी या अन्य व्यक्ति को खुले या जेल मैदान की नालियों में पेशा या शौच करने की अनुमति नहीं दी जायेगी। (घ) प्रत्येक दल केवल एक ही प्रकार के श्रम में नियोजित किया जायेगा।
वाह्य दलों का आकस्मिक निरीक्षण	862. जेलर और अधीक्षक द्वारा नामित कोई अधिकारी प्रतिदिन वाह्य दल का आकस्मिक निरीक्षण करेगा और आपने आप को संतुष्ट करेगा कि सभी नियमों का पूर्णपालन किया जा रहा है और उस तथ्य को रिपोर्ट बुक में दर्ज करेगा। अधीक्षक सप्ताह में एक बार वाह्य दल का आकस्मिक निरीक्षण करेगा और स्वयं को संतुष्ट करेगा कि सभी नियमों का पालन हो रहा है और उस तथ्य को आदेश पुस्तिका में दर्ज करेगा।
प्रोत्साहन के लेखों के लिए प्रपत्र और रजिस्टर	863, बंदियों के कार्य के लिए प्रोत्साहन से सम्बन्धित प्रपत्र और नियम परिशिष्टि तेरह में विहित है

अध्याय–37

जेल उद्यान और पशु

उद्यानों का रख–रखाव	864. अधीक्षक यह देखने के लिए जिम्मेदार होगा कि जेल से लगे उद्यानों में सभी मौसमों में बंदियों के उपयोग के लिए पर्याप्त मात्र में अच्छी और पौष्टिक सब्जियॉ उगाई जाय और यह कि जेल की बाहरी और भीतरी दीवार के बीच एवं जेल की दीवार के बाहर समस्त कृषि योग्य जमीन पर सर्वोत्तम रूप में लाभप्रद खेती की जाय। एक संस्थान के पास उपलब्ध भूमि का सर्वेक्षण, मिट्टी के विश्लेषण, उपलब्धता, उत्पादकता, लवणता, सिंचाई और बहाव की आवश्यकता के संदर्भ में किया जाना चाहिए ताकि उसका अनुकूलतम उपयोग किया जा सके। सभी अतिरिक्त भूमि का उपयोग बंदियों के लिए भोजन और पशुओं के चारे के लिए फसलों को उगाने के लिए किया जाना चाहिए। जेल के कृषि अधिकारी और यदि ऐसा अधिकारी हो तो कृषि विभाग के अधिकारियों की सलाह आवश्यकतानुसार ली जानी चाहिए।
खेत एवं बगीचों का खाका खीचना	865. समस्त उपलब्ध भूमि का सुविधाजनक आकार के खेतों के रूप में खाका खींचना चाहिए और उन्हें क्रमानुसार संख्यांकित करना चाहिए। सभी खेतों की सिंचाई के लिए नालियॉ बनायी जानी चाहिए। बाग के एक हिस्से को विशेषकर एक तरफ नीबू के बगीचे के लिए अलग कर दिया जाना चाहिए।
जेल के बाग को स्वच्छ रखा जाना	866. जेल के बाग को साफ–सुथरा रखना चाहिए तथा खर पतवार और छोटी झाड़ियों से मुक्त रखा जाना चाहिए। नर्सरी सबसे अच्छी भूमि पर होनी चाहिए जहॉ नमी और जलभराव न होता हो। इसे पानी के स्रोत से युक्तियुक्त दूरी पर होना चाहिए और शेष कृषि भाग से बचाकर रखा जाना चाहिए।
पेड़ और पौधे	867. (क) जेलर को, जेल की दीवार के बाहर, इमली, पपीता, आंवला, नीबू, मीठे कमरख और आम की अच्छी किस्मों के पेड़ लगावाने चाहिए। चाहे किसी भी चीज का पेड़ हो उसे दीवार से दस मीटर से नजदीक नहीं

	लगाया जाना चाहिए। (ख) पुदीना और धनिया को एंटी स्कार्व्युरिक्स की आपूर्ति के अनुपूरक हेतु उगाया जाना चाहिए। (ग) जहॉ भूमि की कमी हो, वहॉ सब्जियों के उद्यान की मेड़ों पर, नीबू के बगीचों में और फलो के अन्य खेतों में जब वह प्रारम्भिक अवस्था में हो, पपीते के पेड़ों को लगाया जाना चाहिए। यह देखने में सावधानी रखनी चाहिए कि जल भराव न हो, क्योंकि इससे पपीते के पेड़ों में लीफ कर्ल प्रकार की विषाणु जनित बीमारी और तनों के सड़ने जैसी बीमारी लगने की संभावना बढ़ती है।
फलदार पौधों की कृषि और खाद पानी	868. फलदार पेड़ों की खेती और खाद–पानी हेड में महानिदेशक (कारागार) द्वारा निर्गत नवीनतम निर्देशों का पालन किया जाना चाहिए।
पुराने पेड़	869. पुराने पेड़ जिसमें वर्षों से फल नहीं लगते हैं और वे केवल ईंधन के उपयोग के लिए उपयुक्त हैं, काट दिए जाने चाहिए और उनके स्थान पर नये पेड़ लगाये जाने चाहिए।
मसाले और साग	870. यदि सब्जियों की खेती के बाद भूमि बचती है और क्षेत्र का मौसम और भूमि मसालों की खेती के लिए उपयुक्त हो तो हल्दी, पुदीना, मिर्च, मेथी, धनिया, अदरख और अन्य मसाले जेल उद्यान में उगाए जा सकते हैं। दो या अधिक बड़े खेत हमेशा साग के लिए होने चाहिए, जो अधिक एंटी स्कार्व्युटिक गुण वाले होते हैं। विभिन्न प्रकार के साग जैसे कैरम चौलाई, मर्सा, पालक, कुल्फा, लाल साग और चाइना कैबेज उचित मौसम में अत्यधिक मात्रा में उगाई जानी चाहिए, जिसमें फसल को योजनाबद्ध तरीके काटा जाय ताकि उसमें सही से बृद्धि हो सके। इस प्रकार से साग को लम्बी अवधि तक उगाना जारी रखा जा सकता है।
कम्पोस्ट खाद	871. सभी प्रकार के जैविक अपशिष्ट जैसे सूखी पत्तियां, सब्जियों के अप्रयुक्त हिस्से, चारा आदि, जेल की सफाई से निकली वस्तुएं, पशुओं के मल–मूत्र इकट्ठे किए जाने चाहिए और कम्पोस्ट खाद में परिवर्तित करना चाहिए।
फसलों का बोना, पकना और संग्रह	872 जेलर यह देखने के लिए उत्तरदीय होगा कि जेल की भूमि पर उगाई जाने वाली सभी फसले उचित समय पर बोई और पकाई जानी चाहिए और पकने के बाद तत्काल स्टोर में लाया जाना चाहिए औरी लेखे में दर्ज किया जाना चाहिए और रिसने, क्षति और दुरूपयोग से बचाने के लिए उपयुक्त सावधानियां बरती जानी चाहिए। टिप्पणी–पशुओं का हरा चारा तैयार करने, विभिन्न प्रकार की फसलों की खेती और कटाई के लिए और सब्जियों के रोगों पर नियंत्रण के संबंध में कृषि विभाग के अधिकारियों से सलाह ली जानी चाहिए।
बीज और संग्रहण की खरीद	873 बीज का प्रकार उच्च उपज वाला होना चाहिए और अधिमानतः सरकारी संगठनों से खरीदा जाना चाहिए। यदि संभव हा बीज जेल की उपज से इक्ट्ठा किया जाना चाहिए। जेलर पूर्ण विकसित, बीमारी मुक्त और उपयुक्त वयस्क पौधे से भविष्य के उपयोग के लिए बीज को इक्ट्ठा करने की व्यवस्था करेगा। एयर टाइट टिन केसेज या बोतलों में इक्ट्ठा करने से पूर्व बीज को छाया में तीन या उससे अधिक दिनों तक सुखाना चाहिए और यदि बीज बोने के उद्देश्य के लिए हो तो भी धूप में एक दिन या सुबह के घंटों में सुखाया जाना चाहिए। तेज धूप में सुखाने में निश्चित रूप से बीच के जर्मीनेशन गुण में कमी आएगी।
संग्रह के लिए सब्जियां	874 आलू, रतालू, कद्दू, प्याज और अन्य सब्जियां जो इक्ट्ठा रखने के योग्य होती हैं उन्हें अत्यधिक मात्रा मं उगाया जाना चाहिए और जब ताजी सब्जियां दुर्लभ हो जाय, तब के उपयोग के लिए संग्रह की जानी चाहिए। टिप्पण– ताजी और धूप में सूखी सब्जियों के संग्रह हेतु उद्यान कृषि और जेल विभाग द्वारा जारी अनुदेशों की सलाह ली जानी चाहिए।
नर्सरी की तैयारी	875 सब्जियों की नर्सरी का खेत अधिमानतः ऊं प्रकार का होना चाहिए। नर्सरी के खेत की मिट्टी में मोटे तौर पर एक हिस्सा बाग की अच्छी मिट्टी का, एक हिस्सा चलने से चाला हुआ लीफ मोल्ड का, एक हिस्सा अच्छी तरह से तैयार पशु खाद का और एक हिस्सा अच्छी नदी बालू का और इतनी नमी होनी चाहिए जिससे बीज का जर्मीनेशन अच्छी तरह से हो सके और तब बीज को खेत के ऊपर रखकर खाद और मिट्टी के मिश्रण से हल्के से ढक देना चाहिए। तब बीज को कम से कम 24 घंटे के लिए सिरकी पाल से ढक देना चाहिए और फिर खोला

	जाना चाहिए। नर्सरी को धूप और भारी वर्षा से बचाने के लिए छप्पर की आवश्यकता हो सकती है। बांस के फ्रेम पर सिरकी पाल अच्छी छाया देते है। जब पौधा बढ़ रहा हो तो खरपत वार को हटाने हेतु सावधानी बरतनी चाहिए।
बगवानी में सावधानी	876 सफल बागवानी के लिए बार–बार और पूर्ण रूपेण खेत की गोड़ाई एवं निराई की आवश्यकता होती है और सिंचाई आवश्यक है। नए पौधे की अत्यधिक सिंचाई से बचा जाना चाहिए।
उन्नत विधियां एवं औजार	877. जहां तक संभव हो समस्त बागवानी की प्रक्रिया में उन्नत विधियों का प्रयोग करना चाहिए और आधुनिक उपकरणों और औजारों के प्रयोग को प्रोत्साहित करना चाहिए। भूमि सुधार, फलदार पौधों के रोपण या अन्य प्रकार की कृषि, औद्यानिक और वानिकी उद्देश्यों के लिए सम्बन्धित सरकारी विभाग से अपेक्षित सहयोग लिया जाना चाहिए।
पेड़ों का रजिस्टर	878. (क) अधीक्षक पेड़ों का एक रजिस्टर बनवायेगा, जिसमें जेल की भूमि पर उगने वाले एक मीटर की परिधि और 150 से0मी0 से अधिक लम्बाई के सभी पेड़ों की सही स्थिति, क्रमांक, विवरण, आयु आदि दर्ज होंगे। क्रमांक पेड़ों के तनों पर भी पेन्ट किये जायेंगे। फलों के पेड़ जैसे नीबू, पपीता आदि नहीं गिने जायेंगे, लेकिन प्रत्येक श्रेणी के कुल पौधों की संख्या रजिस्टर में लिखी जायेगी। (ख) अधीक्षक प्रत्येक वर्ष सितम्बर माह में रजिस्टर को सत्यापित करेगा। वह इस प्रकार के सत्यापन के परिणाम को वर्ष के दौरान काटे गये पेड़ों के पूर्ण विवरण सहित महानिदेशक को प्रेषित करेगा।
पेड़ जो बिना अनुमति के नहीं हटाये जायेंगे	879. (क) अधीक्षक की लिखित अनुमति के बिना जेल की भूमि के कोई भी पेड़ काटे या अन्यथा हटाये नहीं जायेंगे। यदि काटे जाने वाले पेड़ों की संख्या–10 से अधिक हो तो महानिदेशक (कारागर) की पूर्व अनुमति मांगी जायेगी। (ख) अधीक्षक उन सभी पेड़ों को, जिन्हें मौद्रिक मूल्य के लिए गिराया जाना है, का पहले वन विभाग से मूल्यांकन करायेगा। (ग) महानिदेशक (कारागर) निर्णय करेगा कि– (एक) पेड़ों की नीलामी होगी या (दो) नजदीकी जेल भेजा जाय जहां कारपेन्ट्री कार्यशाला है; या (तीन) जेल के स्वयं के उपयोग में लाया जाय।
सब्जियों का रजिस्टर	880. (क) जेल के उद्यान से प्रतिदिन इकट्ठा की गयी सभी सब्जियों की तौल होगी और तौल को जेल रजिस्टर संख्या–77 में अभिलिखित किया जायेगा। कैदियों को वितरित की गयी मात्रा और जेल अधिकारियों को वितरित की गयी मात्रा, यदि कोई हो, को भी उस रजिस्टर में प्रविष्ट किया जायेगा और उसे जेलर द्वारा बनाये रखा जायेगा। (ख) जेल अधिकारियों को सब्जी की आपूर्ति–जेल अधिकारियों को कोई भी सब्जी की आपूर्ति नहीं की जायेगी जबतक की कैदियों की आवश्यकता की पूर्ण संतुष्टि के बाद आधिक्य उपलब्ध न हो। वार्डर मुफ्त में सब्जी प्राप्त करेंगे जब वह युक्तियुक्त मात्रा में उपलब्ध हों। अन्य जेल अधिकारी उस जेल उद्यान से मासिक मूल्य पर सब्जी प्राप्त करने के लिए अनुमन्य है जो महानिदेशक कारागार द्वारा निर्धारित किया गया हो। (ग) जेल की आवश्यकताओं से अधिक मात्रा की कोई औधानिक उपज, फल और घास परिक्षेत्रीय उप महानिरीक्षक

	की पूर्व अनुमति से जनता को बेंची जा सकती है। इस प्रकार प्राप्त धन सुसंगत लेखा शीर्षक में जमा किया जायेगा।
डायरी	881. जेल फार्मो में उचित तकनीकी मार्गदर्शन के अधीन वाणिज्यिक तरीके से डेयरी विकसित की जा सकती है।
पशु रजिस्टर	882. जेलर, पशुओं की आयु, पशु संख्या, नश्ल, पहचान चिन्ह, मुख्य रंग, सींग का आकार आदि अभिलिखित कराते हुए एक पशु रजिस्टर (रजिस्टर संख्या–85) बनवायेगा। पशु एक लटकन धारण करेगा जिस पर पशु संख्या और जेल का नाम दर्ज होगा।
पशुओं का राशन	883. (क) बैलों, बोझा ढोने वाले पशुओं, दूध देने वाली और बिना दूध वाली गाय के संकेन्द्रित राशन में 5 प्रतिशत पिसा चना, 25 प्रतिशत पिसा जौ, तीस प्रतिशत सरसों की खली और 40 प्रतिशत गेहूं का भूसा होगा। इस मिश्रण की प्रतिदिन निम्नानुसार मात्रा प्रत्येक जानवर को दिया जायेगा– बैल–2 किलो0 बोझा ढोने वाला पशु–2 किलो0 जब काम पर हो और सूखा चारा दिया गया हो–1.5 किलो0 जब काम पर हो और हरा चारा दिया गया हो –1किलो0 जब आराम में हो और सूखा चारा दिया गया हो–.75किलो0 जब आराम में हो और घास का चारा दिया गया हो– बिना दूध देने वाली गाय–2 किलो0 दुधारू गाय जो देती है .5–2 लीटर दूध प्रति दिन–1.5 किलो0 दुधारू गाय जो देती है 2.5–5 लीटर दूध प्रतिदिन–2 किलो0 दुधारू गाय जो देती है 5– 7 लीटर दूध प्रतिदिन–3 किलो0 दुधारू गाय जो देती है 7.5–9.5 लीटर दूध प्रतिदिन–3.5किलो0 दुधारू गाया जो देती है 10 लीटर या उससे अधिक प्रतिदिन –4 किलो0 सेंधा नमक का ढेला पशुओं के हौदे के निकट उनके चाटने के लिए रखा जाना चाहिए। एक वयस्क पशु के लिए सूखे या हरे चारे की प्रतिदिन मात्रा पशु के आकार पर निर्भर करेगी और 7.5 किलो0 से 9.5 किलो0 से अधिक नहीं होगी। सूखे चारे के मामले में 15किलो0 से 18.5 किलो0 से अधिक नहीं होना चाहिए। हरे चारे के मामले में परन्तु यह कि पशुओं की चरही पर खान पान कराया जाय तो राशन की मात्रा अनुपातिक रूप से घटेगी यदि पशु चरने के लिए बाहर भेजे जाते हैं । अनाज, भूसा, चारा आदि की प्रतिदिन प्राप्तियों एवं उपभोग का लेखा, चाहे जेल में पैदा हो या बाहर से खरीदा जाय, रजिस्टर संख्या–86 में दर्ज किया जायेगा। (ख) प्रयास किया जाना चाहिए कि पशुओं के लिए अपेक्षित सभी चारा जेल में ही उगाया जाय। साधारणतः बिना परिक्षेत्रीय उप महानिरीक्षक की अनुमति के भूसा बाहर से नहीं खरीदा जाना जाएगा।

दूध	884. (क) जेलर दुधारू पशुओं की संख्या के सापेक्ष प्रतिदिन उत्पादित होने वाली दूध की मात्रा को रजिस्टर में दर्ज करायेगा। (ख) जेल अधिकारी जो जेल अस्पताल में भर्ती है उसे चिकित्साधिकारी की सलाह पर मुफ्त में दूध दिया जायेगा। (ग) दूध के अधिक उत्पादन की दशा में जेल अधिकारी पैसा देकर दूध खरीद सकते हैं।
निष्प्रयोज्य पशुधन का निस्तारण	885. अधीक्षक प्रति वर्ष एक बार निष्प्रयोज्य पशुधन की जांच करेगा। निष्प्रयोजय पशुधन का निस्तारण राज्य सरकार द्वारा निर्गत अनुदेशों के अनुसार किया जायेगा।
कृषि और पशुपालन विभाग से जारी पर्चे (पुस्तिका)	886. कृषि विभाग अथवा पशुपालन विभाग से पर्चे के रूप में निर्गत अनुदेशों का प्रयोग उनमें व्यवहृत विषयों के संबंध में मार्गदर्शन के लिए संदर्भित किया जाना चाहिए।

अध्याय–38

महानिदेशक कारागार एवं मुख्यालय संगठन

महानिदेशक कारागार	887. राज्य सरकार, महानिदेशक, कारागार प्रशासन एवं सुधार सेवायें की नियुक्ति करेगी, जो राज्य में स्थित सभी जेलों पर सामान्य नियंत्रण और अधीक्षण रखेगा। ऐसा अधिकारी मुख्यालय में उसे सहायता करते हुए कारागार अधिकारियों के माध्यम से कारागार अधिनियम 1894, कारागार अधिनियम 1900 और कारागार प्रशासन से सम्बन्धित अन्य अधिनियमों का अनुपालन सुनिश्चित करेगा। मुख्यालय की दोनों शाखाएं परिक्षेत्रीय संगठन कारागार और अन्य संस्थाएँ उसके नियंत्रणाधीन होंगे। <u>महानिदेशक कारागार के सामान्य निम्नलिखित कृत होंगेः–</u> (1) राज्य सरकार द्वारा बनाई गयी कारागार नीतियों का क्रियान्वयन। (2) विभिन्न कारागारों और सुधारात्मक उपायों एवं कार्यक्रमों की योजना बनाना, आयोजन करना, निदेशित करना, संयोजित करना और नियंत्रित करना। (3) अन्तः वासियों और कार्मिकों की देखभाल, कल्याण, प्रशिक्षण और उपचार के विशेष परिप्रेक्ष्य में कारागार संस्थाओं का निरीक्षण करना।
मुख्यालय स्तर पर दो मुख्य शाखाएं होगी	888. (1) कार्यपालक शाखा ; और (2) सुधारात्मक शाखा कार्यपालक शाखा का प्रधान अपर महानिरीक्षक (कारागार) से अनिम्न स्तर का अधिकारी होगा और ऐसे अधिकारी कारागार विभाग से भिन्न स्तर वाले अधिकारियों द्वारा सहयोग प्राप्त करेंगे। सुधारात्मक शाखा के प्रधान

	अपर महानिरीक्षक कारागार होंगे, जिनकी सहायता में उप महानिरीक्षक कारागार, अधीक्षक कारागार, मुख्यालय, मनोवैज्ञानिक और परामर्शदाता होंगे। मनोवैज्ञानिक और परामर्शदाता को महानिदेशक कारागार द्वारा प्रतिष्ठित संस्थानों में से जब अपेक्षित हो, बुलाया जा सकता है।
अपर महानिरीक्षक कारागार (सुधारात्मक शाखा)	889. अपर महानिरीक्षक कारागार राज्य की सभी कारागार में परिवीक्षा सेवाएं, कल्याणकारी सेवाएं, शैक्षिक सेवाएं, व्यावसायिक प्रशिक्षण/कौशल विकास, समय पूर्व रिहाई, पेरोल की संस्तुति, अवकाश, पुनर्वासन सेवाएं आदि के लिए उत्तरदायी होगा। सुधारात्मक शाखा में सभी अधिकारी कारागार प्रशासन के प्रधान को कारागार प्रशासन और सुधारात्मक सेवाओं से सम्बन्धित सभी मामलों में सहायता करेंगे। महानिदेशक कारागार द्वारा समय–समय पर उनकी शक्तियों एवं कर्तव्यों का निर्धारित किया जाएगा।
कैदियों का अस्थायी आवास	890. प्रिजन एक्ट 1894 (अधिनियम संख्या 9 सून् 1894) की धारा–7 द्वारा यथा अपेक्षित अस्थायी कारागार में कैदियों के आश्रय और सुरक्षित अभिरक्षा हेतु उपबंध करने के लिए महानिदेशक (कारागार), प्राधिकृत हैं। ऐसे उपबंध करने से पूर्व महानिदेशक कारागार, परिस्थितियों और अपने प्रस्ताव के सम्बन्ध में एक रिपोर्ट राज्य सरकार को प्रेषित करेंगे। परन्तु यह कि जब परिस्थितियां देरी को स्पष्ट रूप से अवांछनीय बनाती हों, तो महानिदेशक कारागार अपनी स्वयं की जिम्मेदारी पर ऐसी कार्यवाही करेंगे जैसा कि वह आवश्यक समझे और उसके बाद यथाशीघ्र राज्य सरकार को एक रिपोर्ट प्रेषित करेंगे।
महानिदेशक कारागार का मुख्यालय	891. कारागार प्रशासन एवं सुधार सेवाओं के मुख्यालय पर महानिदेशक कारागार की सहायता निम्निलिखित द्वारा की जाएगी– (एक) अपर महानिरीक्षक कारागार (प्रशासन), (दो) अपर महानिरीक्षक कारागार (सुधार) (तीन) उप महानिरीक्षक कारागार, (चार) निदेशक, जेल उद्योग, (पॉच) वरिष्ठ अधीक्षक कारागार, (छः) अधीक्षक कारागार, (सात) वरिष्ठ अधीक्षक कारागार(बंदी कल्याण), (आठ) वित्त नियंत्रक और अन्य लेखा अधिकारी, (नो) अधिशासी अभियंता, सहायक अभियंता, कनिष्ठ अभियंता, (दस) महिला बंदियों की शिकायतों और कल्याण के देखभाल के लिए महिला अधिकारी। (ग्यारह) शोध अधिकारी, (बारह) लिपिक संवर्ग, (तेरह) कारागार के प्रभावी और सक्षम प्रशासन के लिए कोई अन्य कारागार अधिकारी।
सूचना और प्रौद्योगिकी सेल	892. महानिदेशक कारागार द्वारा नामित किसी अधिकारी के नेतृत्व में सहायता, निगरानी और समस्त कैदियों के आंकड़ों और अभिलेखों के कम्प्यूटरीकृत रख–रखाव की स्थापना के लिए महानिदेशक (कारागार) के मख्यालय में एक सूचना प्रौद्योगिकी आई.टी. सेल होगी। सूचना प्रौद्योगिकी सेल में उतनी संख्या में डाटा बेस मैनेजर, प्रोग्रामर, सिस्टम एनालिस्ट होंगे जितनी राज्य सरकार, कर्तव्यों के निर्वहन, जैसे–डिजाइन, सूचना व्यवस्था प्रबंधन के रख–रखाव और लागू करने और हार्ड वेयर और साफ्टवेयर वेंड से सम्पर्क स्थापित करने, सेवा स्तर को लागू करने और दी गयी जिम्मेदारी से सम्बन्धित क्षेत्रों के विभिन्न प्रकार के तकनीकी कार्यों के निष्पादन के लिए निर्धारित करें।
निरीक्षण	893. महानिदेशक (कारागार) वर्ष में कम से कम एक बार प्रत्येक केन्द्रीय कारागारों, खुले शिविरों, कम से कम 10 प्रतिशत जिला जेलों, उ0प्र0 जेल डिपो और जेल प्रशिक्षण संस्थान का निरीक्षण करेगा। प्रत्येक निरीक्षण में वह स्वयं को संतुष्ट करेगा कि 1894 के अधिनियम, मैनुअल के निर्देश, विभागीय परिपत्रों और शासकीय आदेशों का विधिपूर्ण

	पालन किया जा रहा है। वह अपने प्रेक्षणों, सुझावों और आदेशों को इन संस्थानों के प्रधानों के मार्गदर्शन के लिए अभिलिखित करेगा, जो इन सुझावो और आदेशों पर किए गये कार्यों की रिपोर्ट महानिदेशक कारागार को प्रेषित करेंगे। महानिदेशक कारागार प्रत्येक वर्ष 31 मार्च तक अपने द्वारा किए गये निरीक्षणों की संख्या और उप महानिरीक्षक कारागार द्वारा पिछले कैलेण्डर वर्ष में अलग से किए गये निरीक्षणो की संख्या को दर्शाते हुए एक अभिकथन राज्य सरकार को प्रेषित करेगा।
गम्भीर घटनाएं	894. जब किसी जेल मे आत्महत्या, असामान्य परिस्थितियों में मृत्यु, पलायन, गलत रिहाई या हमला या उपद्रव या अन्य कोई असामान्य या गम्भीर घटना घटती है तो महानिदेशक (कारागार) उसके सम्बन्ध में तत्काल एक रिपोर्ट राज्य सरकार को भेजेगा और उसके बाद एक महीने के अन्दर अपने द्वारा की गई कार्यवाहियों और जेल प्रशासन तंत्र में विद्यमान किसी दोष को दूर करने के सम्बन्ध में अपनी संस्तुति, यदि कोई हो, के साथ एक रिपोर्ट भेजेगा।
जेल प्रशासन पर वार्षिक रिपोर्ट	895. सरकार द्वारा अपेक्षित ऐसे आंकड़ों और अन्य कथनों, विवरणी और सूचनाओं सहित विलम्बतम 01 मार्च तक महानिदेशक (कारागार) पूर्व कैलेण्डर वर्ष में जेल प्रशासन पर एक वार्षिक विस्तृत रिपोर्ट राज्य सरकार को प्रेषित करेगा।
स्थानान्तरण आदेश की शक्ति	896. महानिदेशक (कारागार) की स्थानान्तरण नीति के अनुसार किसी भी अधीनस्थ जेल अधिकारी का स्थानान्तरण कर सकता है।
अवकाश स्वीकृत करने की शक्ति	897. महानिदेशक कारागार फाइनेंसियल हैण्ड बुक वायल्यूम–दो में सहायक नियमों में इंगित सीमाओं में (सहायक नियम 35 और 36 तथा बाद के नियम के अधीन प्रति निधायन को देखे) महानिदेशक कारागार विभाग के राजपत्रित और अराजपत्रित सरकारी सेवकों को अवकाश स्वीकृत कर सकता है।
जेल इमारतो में विस्तार और परिवर्तन	898. जेल इमारत में कोई भी महत्वपूर्ण विस्तार या परिवर्तन महानिदेशक (कारागार) के आदेश के बिना नहीं हो सकता और उसकी अनुमति के बिना अधीक्षक द्वारा कोई योजना या आगणन तैयार नहीं किया जाएगा।
वित्तीय शक्तियां	899. विभागीय आगणनों की तैयारी और प्रस्तुत करने, कोष का पुनर्विनियोग, अनुपूरक आगणन और अति व्यय पर नियंत्रण के सम्बन्ध में महानिदेशक कारागार यू0पी0 बजट मैनुअल के उपबंधों और राज्य सरकार के तत्समय प्रचलित आदेश द्वारा दी गयी शक्तियों का प्रयोग करेगा और अधिरोपित कर्तव्यों का पालन करेगा।
हानियों को बट्टे खाते में डालना	900. महानिदेशक (कारागार) फाइनेसियल हैण्ड बुक वाल्यूम–। में इंगित सीमा तक स्टोर के अप्रतिवर्ती मूल्य और लोकधन को बट्टे खाते में डालने की शक्ति रखता है।
महालेखाकार को रिपोर्ट करना	901. प्रत्येक वित्तीय वर्ष की समाप्ति पर महानिदेशक कारागार पूर्व वर्ष के दौरान विभाग में अनुमोदित सीमा के अतिरिक्त विधिक छूट और राजस्व दावों को त्यागने के सम्बन्ध में एक रिपोर्ट महालेखाकार उत्तर प्रदेश को प्रस्तुत करेगा। वित्तीय नियमों में प्राविधानित सीमा के नीचे की व्यक्तिगत छूट की रिपोर्ट प्रेषित नहीं की जाएगी।
मजिस्ट्रेट के लाकप का निरीक्षण	902. (क) महानिदेशक (कारागार) मजिस्ट्रेट के लाकप और कोर्ट परिसर में स्थित लाकप का निरीक्षण कर सकता है और उन लाकप को प्रशासित किए जाने के ढंग के सम्बन्ध में राय दे सकता है और प्रभारी अधिकारी के मार्गदर्शन के लिए ऐसे सुझाव दे सकता है, जैसा वह आवश्यक समझे। (ख) **मानसिक अस्पताल का निरीक्षण :** महानिदेशक कारागार राज्य सरकार के नियंत्रणाधीन मानसिक अस्पतालों का पदेन विजिटर होता है वह किसी अन्य संस्था का भी भ्रमण कर सकता है, जहॉ कैदी उपचार के लिए भेजे जायेंगे।
वादों का स्थापन और प्रतिरक्षा	903. (क) सरकार की ओर से या उसके विरूद्ध वादों के स्थापन, बचाव और चलाने के सम्बन्ध में लीगल रिमेम्बरेन्सर मैनुअल(LR मैनुअल) के अध्याय 10 में विस्तृत प्रक्रिया उल्लिखित है और वह जेल विभाग से संबन्धित वादों पर भी लागू होती है।

	(ख) वाद दाखिल करने का प्रस्ताव तब तक नहीं रखना चाहिए, जब तक कि दावे के सम्बन्ध में उपचार के सभी माध्यमों का उपयोग कर लिया गया और वे विफल हो चुके हैं। यदि वाद दाखिल करने के सिवाय कोई विकल्प न हो तो मामले के तथ्यों की रिपोर्ट महानिदेशक (कारागार) को प्रेषित करेगा और कोई अग्रतर कार्यवाही करने से पूर्व वाद दाखिल किए जाने की अनुमति मांगेगा।
संविदाओं और आश्वासनो के विलेखों का निष्पादन करने की शक्ति	904. महानिदेशक कारागार प्रचलित कानूनों और नियमों के अनुसार संविदा और आश्वासनों के कृत्य कर सकता है।
पुरस्कार देने की शक्ति	905. महानिदेशक कारागार जेल प्रशासन में उत्कृष्ट योगदान के लिए किसी भी जेल कार्मिक, संगठन संस्थान या अन्य निजी व्यक्ति को नकद पुरस्कार (रूपया 20,000 तक), या प्रतीक चिन्ह या प्रशस्ति चक्र दे सकता है।
परिक्षेत्र/परिक्षेत्रीय उप महानिरीक्षक कारागार निम्नलिखित कार्मिकों और अधिकारियों द्वारा सहायता प्राप्त करेगा	906. (1) निजी सचिव, (2) लिपिकीय स्टाफ, (3) वाहन के अनुसार, चालक, (4) वार्डरों की एक टीम (5) चपरासी/फालोअर

उप महानिरीक्षक कारागार का महानिदेशक कारागार के लिए और उनकी ओर से कार्य करना	907. (1) उप महानिरीक्षक करागार महानिदेशक कारागार के लिए और उनकी ओर से कार्य करेगा और उन कर्तव्यों का पालन करेगा, जो महानिदेशक कारागार द्वारा सौंपा जाय। (2) उप महानिरीक्षक कारागार के सामान्य कर्तव्य और जिम्मेदारियां निम्नवत् हैः– (एक) अपने परिक्षेत्रों की प्रत्येक कारागार का प्रत्येक तीन माह में कम से कम एक बार दिन अथवा रात में आकस्मिक निरीक्षण करना। (दो) वर्ष में एक बार अपनी अधिकारिता के अधीन कारागारों की लेखापरीक्षा करना और महानिदेशक कारागार को रिपोर्ट भेजना। रिपोर्ट में निम्नलिखित सम्मिलित होंगे– (क) अधीक्षक की टिप्पणी के साथ आन्तरिक लेखे की लेखापरीक्षा रिपोर्ट और महालेखाकार की लेखापरीक्षा रिपोर्ट के सम्बन्ध में मुख्य प्रेक्षण और संस्तुतियां करना। (ख) पूर्व वित्तीय वर्ष की तुलना में चालू वर्ष के दौरान किया गया निधि और व्यय, की वापसी और बजट आबंटन करना। (ग) आलोच्य अवधि में जेल में प्रवेश करने वाले बंदी और औसत क्षमता। (घ) कार्मिकों के स्वीकृत और पदास्थापित संख्या; (ङ) कैदियों के उपचार हेतु चिकित्सा सुविधा और स्तर की उपलब्धता

	(च) अपेक्षित अधो संरचनाएं जैस–इमारते, नालियां, शौचालय, पेयजल, भोजन कपड़े, हथियार और साजो सामान, संचार उपकरण, वाहन, भवन सुरक्षाकर्मी आदि और उपलब्ध सुविधाओं की दशा। (छ) प्रशिक्षण और आयोजित कल्याणकारी कार्यक्रमों की समीक्षा। (ज) पलायनों की संख्या, उनका कारण और पुनः पकड़े गये बंदी, (झ) कैदियों की मृत्यु की समीक्षा (ञ) अन्य शासकीय भ्रमण कर्ताओं द्वारा किए गये निरीक्षणों की विस्तृत महत्वपूर्ण विवरण (ट) दोषियों की अपीलों की स्थिति और समय पूर्व रिहाई की समीक्षा। (ठ) कार्मिकों के सेवा सम्बन्धी मामलो की समीक्षा। (ड) उद्योग और कृषि की समीक्षा (ढ) रिकार्डों के रख रखाव की समीक्षा। (तीन) (क) यह सुनिश्चित करेगा कि उसकी अधिकारित के अधीन की जेलों में नियमों एवं विनियमों का पूर्ण पालन किया जाता है। (ख) अपने परिक्षेत्र के अन्दर मजिस्ट्रेट के लाकप और कोर्ट परिसर में स्थित लाकप का निरीक्षण कर सकता है और उन लाकप को प्रशासित किए जाने के तरीके के सम्बन्ध में राय दे सकता है और प्रभारी अधिकारी के मार्गदर्शन के लिए ऐसे सुझाव दे सकता है, जैसा वह आवश्यक समझे। (ग) प्रबंधन और सुरक्षा से सम्बन्धित अन्य पहलुओं, जिसे वह उपयुक्त समझे, के बारे में उठाए गये उपचारीय कदमों और सुझावों के साथ महानिदेशक कारागार को रिपोर्ट करेगा।

अध्याय–39

जिला मजिस्ट्रेट

जेलो का पदेन उप महानिरीक्षक	908. अपनी अधिकारिता की स्थानीय सीमाओं के भीतर जिला मजिस्ट्रेट पदेन कारागार का उप महानिरीक्षक कारागार होगा।
जेलो का भ्रमण	909. (I) जिला मजिस्ट्रेट अपने जिले में स्थित केन्द्रीय कारागार, का पदेन विजिटर होता है। (II) जिला मजिस्ट्रेट वरिष्ठ पुलिस अधीक्षक/पुलिस अधीक्षक के साथ महीने में एक बार तथा सत्र न्यायाधीश, वरिष्ठ पुलिस अधीक्षक/पुलिस अधीक्षक के साथ तीन महीने में एक बार जेल का निरीक्षण करेगा।
जिला मजिस्ट्रेट की आदेश जारी करने की शक्ति	910. प्रिजन एक्ट 1894 (1894 का अधिनियम संख्या–IX) के नियम–11 के अधीन जिला मजिस्ट्रेट को कैदियों के सम्बन्ध में आदेश जारी करने की शक्ति को इस प्रकार नहीं समझना चाहिए कि वह जिला मजिस्ट्रेट को अनावश्यक रूप से जेल प्रबंधन में हस्तक्षेप करने और अधीक्षक की प्राधिकारिता को कम करने हेतु सशक्त करती है। जिला मजिस्ट्रेट द्वारा पारित सभी आदेश जेल अधीक्षक कारागार के माध्यम से निर्गत किए जाएंगे।
अधीक्षक कारागार के पद पर अस्थायी रिक्ति	911. जब अधीक्षक का पद रिक्त हो और मामले को राज्य सरकार को संदर्भित करने के लिए महानिदेशक कारागार को प्रेषित किए जाने का समय न हो तो, राज्य सरकार के आदेश के लम्बित रहने तक, महानिरीक्षक कारागार को सूचित करते हुए जेल के संचालन के लिए जिला मजिस्ट्रेट आवश्यक व्यवस्था करेगा।
धार्मिक और नैतिक विषयों के शिक्षकों की नियुक्ति	912. जिला मजिस्ट्रेट, अधीक्षक द्वारा निर्धारित दिन और घण्टे में, सप्ताह में एक बार जेलों में धार्मिक और नैतिक विषयों पर व्याख्यान देने के लिए अवैतनिक शिक्षकों की नियुक्ति करने की लिए प्राधिकृत है।

प्रबंधन और अनुशासन को प्रभावित करने वाले सुझाव	913. जिला मजिस्ट्रेट, जेल के प्रबंधन और अनुशासन को प्रभावित करने के लिए उठाए जाने वाले महत्वपूर्ण कदम जिसे वह आवश्यक समझता है, के बारे में महानिदेशक को सूचित करेगा।
पलायन या उपद्रव के समय कर्तव्य	914. जेल में उपद्रव या पलायन या पलायन के प्रयास के सम्बन्ध में जिलाधिकारी के कर्तव्य नियम 800 में विनिर्दिष्ट हैं।
अनाजों के भण्डारण और वस्तुओं के मूल्य के सम्बन्ध में सहायता	915. अनाजो की उपलब्ध, भण्डारण और उनकी क्वालिटी सुनिश्चित करने तथा जेल द्वारा सामान्य रूप से खरीदी जाने वाली अन्य महत्वपूर्ण सामाग्री के सम्बन्ध में जिला मजिस्ट्रेट अधीक्षक कारागार को सभी युक्तियुक्त सहायता प्रदान करेगा। वह अधीक्षक कारागार की समय–समय पर की गयी वांछानुसार मार्केटिंग इंस्पेक्टर के माध्यम से ऐसे भोजन और अन्य महत्वपूर्ण वस्तुओं की साप्ताहिक चालू मूल्य उपलब्ध करा सकता है।
पुलिस अधिकारियों द्वारा जॉच की अनुमति	916. जिला मजिस्ट्रेट लिखित आदेश के माध्यम से पुलिस अधिकारी को जेल के अन्दर जॉच करने की अनुमति दे सकता है और ऐसी कोई भी जॉच बिना जिला मजिस्ट्रेट या सम्बन्धित न्यायालय की अनुमति के नहीं की जाएगी।
कैदियों से मुलाकात की प्राधिकारिता	917. जिला मजिस्ट्रेट, ऐसी सूचना प्राप्त करने के उद्देश्य से, जो अपराध के संसूचन तक ले सकता हो, किसी अधिकारी को लिखित में किसी कैदी से मुलाकात के लिए विशिष्ट रूप से प्राधिकृत कर सकता है।
जिला मजिस्ट्रेट की शक्तियां	918. जिला मजिस्ट्रेट जेलो के सामान्य अनुशासन और प्रबंधन के सम्बन्ध में निम्नलिखित शक्तियां भी रखता है– **(एक) अस्थायी कारागार भवनः**– प्रिजन एक्ट 1894 (अधिनियम संख्या–नौ) सन् 1894 की धारा–7 के उपबंधों के अनुसार जिला मजिस्ट्रेट, अत्यावश्यकता जैसे–आंदोलन, बड़ी संख्या में गिरफ्तारी, ओवर क्राउडिंग, महामारी के प्रकोप की स्थिति में किसी भवन, या भूमि को अस्थायी जेल घोषित करने की शक्ति रखता है। **(दो) अनुशासनिक आधार पर कैदियों को पड़ोसी जनपद में स्थानान्तरण करने की शक्तिः–** जिला मजिस्ट्रेट, अधीक्षक कारागार की संस्तुति पर, एक जेल में निरूद्ध कैदी को स्थानीय या प्रशासकीय या किसी अन्य पर्याप्त कारण से पड़ोसी जनपद के कारागार में स्थानान्तरित करने का आदेश दे सकता है। **(तीन) मेडिकल बोर्ड बनाने की शक्तिः–** जिला मजिस्ट्रेट, अधीक्षक के अनुरोध पर या स्वतः संज्ञान से जेल के बाहर किसी कैदी को लम्बी अवधि तक अस्पताल में भर्ती होने की आवश्यकता को सुनिश्चित करने हेतु चिकित्सकों का एक मेडिकल बोर्ड गठित कर सकता है।

अध्याय–40

स्थापना (अधिष्ठान)

कारागार अधिकारी	919. कारागार अधिनियम,1894 (अधिनियम संख्या–9 सन् 1894 का) में यथा निर्धारित प्रत्येक जेल के लिए में अधीक्षक, चिकित्साधिकारी (चिकित्साधिकारी में चिकित्सा अधीक्षक भी सम्मिलित है), जेलर, उप जेलर और ऐसे अन्य अधिकारी होंगे, जैसा कि राज्य सरकार आवश्यक समझे।
अधीक्षक कारागार	920 (क) प्रत्येक जेल एक अधीक्षक के प्रभार में होगी। (ख) केन्द्रीय कारागार, बरेली के अधीक्षक कारागार और चिकित्साधिकारी युवा वयस्कों हेतु केन्द्रीय कारागार, बरेली के भी अधीक्षक और चिकित्साधिकारी होंगे।
अधीक्षक कारागार के मामलों में पूर्व प्रशिक्षण	921. जब कोई अधिकारी अधीक्षक कारागार के रूप में नियुक्ति हेतु चयनित किया जाता है और उसे जेल विभाग का कोई पूर्व अनुभव नहीं है, तो स्वतंत्र प्रभार में रखे जाने से पूर्व जब भी संभव हो, प्रशिक्षण हेतु कम से कम तीन माह के लिए किसी जेल में अधीक्षक कारागार के रूप में सम्बद्ध किये जाएंगे। महानिदेशक (कारागार) प्रशिक्षण अवधि की समाप्ति के ठीक पूर्व, अधिकारी की प्रगति के बारे में एक रिपोर्ट राज्य सरकार को भेजेगा और अधिकारी को स्वतंत्र प्रभारी के रूप में तब तक नहीं रखा जाएगा जब तक कि राज्य

	सरकार संतुष्ट न हो कि वह ऐसी नियुक्ति के लिए उपयुक्त है।
अधीक्षक की अनुपस्थिति में केन्द्रीय कारागार का कार्यपालक प्रभार	922. जब किसी केन्द्रीय कारागार का अधीक्षक ड्यूटी पर अनुपस्थित रहता है या आकस्मिक अवकाश पर रहता है, तो जेलर अथवा जिला मजिस्ट्रेट द्वारा नामित एक प्रथम श्रेणी मजिस्ट्रेट जेल का कार्यपालक प्रभारी होगा। जहॉ वरिष्ठ अधीक्षक और अधीक्षक दोनो तैनात हों वहॉ वरिष्ठ अधीक्षक की अनुपस्थिति में अधीक्षक जेल का कार्यपालक प्रभारी होगा।
अधीक्षक और जेलर के पद पर एक साथ मात्र अल्प अवधि के लिए तैनाती	923. अस्थायी उपाय के रूप में साधारणातया अधीक्षक और जेलर का पद अल्प अवधि को छोड़कर एक व्यक्ति द्वारा धारित नहीं किया जायेगा।
अधीक्षक की अनुपस्थिति में जिला जेल का कार्यपालक प्रभार	924. (क) जब जिला कारागार का अधीक्षक, यात्रा, आकस्मिक अवकाश आदि के कारण अनुपस्थित है या स्थानान्तरण पर है तो साधारणतया जेल के कार्यपालक प्रभार को धारण करेगा अथवा उसके विफल होने पर चिकित्साधीक्षक अथवा चिकित्साधिकारी होंगे। (ख) समस्त उपरोक्त मामले जिला मजिस्ट्रेट को संदर्भित नहीं किए जाएंगे, किन्तु पद के प्रभार के सम्बन्ध में उसे सूचित किया जाएगा। (ग) जहॉ वरिष्ठ अधीक्षक और अधीक्षक दोनों तैनात हो वहॉ वरिष्ठ अधीक्षक की अनुपस्थिति में अधीक्षक जेल के कार्यपालक प्रभार को धारण करेगा।
जेल का स्थापना (अधिष्ठान)	925. विभिन्न जेल संस्थाओं में राज्य सरकार द्वारा स्वीकृत पदों की संख्या के अनुसार अधिकारी होंगे। साधारणतया विभिन्न श्रेणी के अधिकारियों की संख्या निम्नानुसार होगीः– (1) साधारणतया केन्द्रीय कारागार का अधिष्ठान निम्नानुसार गठित होगा–

क्र0सं0	पदनाम	पद की संख्या
1	वरिष्ठ अधीक्षक	01
2	अधीक्षक	01
3	जेलर	04
4	डिप्टी जेलर	15
5	जेल हेड वार्डर	88
6	जेल वार्डर	275
चिकित्सकीय कार्मिक		
1	चिकित्सा अधीक्षक	01
2	चिकित्सा अधिकारी	03
3	मनोचिकित्सक	01
4	फार्मासिस्ट	04
5	लैब टेक्नीशियन	01

6	एक्स–रे टेक्नीशियन	01
7	वार्ड ब्वाय	04
शैक्षणिक कार्मिक		
1	अध्यापक	03
तकनीकी कार्मिक		
1	अनुदेशक (प्रत्येक उद्योग के लिए)	01
2	विद्युतकार	02
3	मेंसन टीचर	01
4	चालक	वाहन की संख्या के अनुसार
कृषि कर्मचारी		
1	कृषि सहायक	01
लिपिकीय कर्मचारी		
1	कार्यालय अधीक्षक	01
2	प्रधान सहायक	02
3	वरिष्ठ सहायक	02
4	कनिष्ठ सहायक	03
5	आशुलिपिक	01
6	लेखाकार	01
7	सहायक लेखाकार	02
8	नाई	02
9	स्वच्छकार	07

(2) महिला केन्द्रीय कारागार के लिए महिला कार्मिक : महिला केन्द्रीय कारागार का अधिष्ठान साधारणतया निम्नानुसार गठित होगा–

क्र0सं0	पदनाम	पदों की संख्या
1	अधीक्षक	01
2	जेलर	02
3	डिप्टी जेलर	06
4	जेल हेड वार्डर	12
5	जेल वार्डर	100

चिकित्सीय कर्मचारी		
1	चिकित्सा अधीक्षक (महिला)	01
2	चिकित्सा अधिकारी (महिला)	02
3	मनोचिकित्सक	01
4	महिला नर्स	03
5	फार्मासिस्ट (महिला)	03
शैक्षिक कार्मिक		
1	अध्यापक	02
तकनीकी कार्मिक		
1	अनुदेशक (प्रत्येक उद्योग के लिए)	01
2	विद्युतकार	02
3	अनुदेशक निर्माण कार्य	01
4	चालक	वाहन की संख्या के अनुसार
लिपिकीय कर्मचारी		
1	प्रधान सहायक	01
2	वरिष्ठ सहायक	01
3	कनिष्ठ सहायक	02
4	लेखाकार	01
5	स्वच्छकार	07

टिप्पणी– जहॉ तक सम्भव हो महिला केन्द्रीय कारागार में महिला कार्मिकों की तैनाती की प्राथमिकता दी जाएगी।

(3) प्रस्तर–5 में यथा उल्लिखित चार श्रेणियों की जिला कारागारों के लिए साधारणतया निम्नानुसार अधिष्ठान गठित होगा–

क्रम संख्या	पदनाम	**पद की संख्या**			
		श्रेणी–क	श्रेणी–ख	श्रेणी–ग	श्रेणी–घ
1	वरिष्ठ अधीक्षक	01	01	–	–
2	अधीक्षक	01	00	01	01
3	जेलर	04	02	01	01
4	डिप्टी जेलर	15	10	08	05
5	हेड जेल वार्डर	88	58	30	16

6	जेल वार्डर	275	235	120	65	
	चिकित्सीय कार्मिक					
1	चिकित्सा अधीक्षक	01	01	–	–	
2	चिकित्सा अधिकारी	03	02	02	02	
3	मनोचिकित्सक	01	01	01	01	
4	वार्ड ब्वाय	04	02	02	02	
5	महिला नर्स	01	01	01	00	
6	फार्मासिस्ट	04	03	02	02	
7	लैब टेक्नीशियन	01	01	–	–	
8	एक्स–रे टेक्नीशियन	01	01	–	–	
	शैक्षणिक कार्मिक					
1	अध्यापक	03	02	01	01	
2	अध्यापक (महिला)	01	01	01	00	
	तकनीकी कार्मिक					
1	अनुदेशक (प्रत्येक उद्योग के लिए)	01	–	–	–	
2	विद्युतकार	02	01	01	01	
3	अनुदेशक निर्माण कार्य	01	–	–	–	
4	चालक	वाहन के अनुसार	वाहन के अनुसार	वाहन के अनुसार	वाहन के अनुसार	
	कृषि कर्मचारी					
1	कृषि सहायक	01– जहॉ कृषि भूमि 10 एकड़ से अधिक हो।				
	लिपिकीय कर्मचारी					
1	कार्यालय अधीक्षक	01	01	00	00	
2	प्रधान सहायक	02	01	01	00	
3	वरिष्ठ सहायक	02	02	01	01	
4	कनिष्ठ सहायक	03	02	02	02	
5	लेखाकार	01	01	–	–	
6	सहायक लेखाकार	02	01	01	01	

7	नाई	02	02	01	01
8	स्वच्छकार	07	06	05	04

टिप्पणी– (क) कोई अन्य कर्मचारी जिसे राज्य सरकार उपयुक्त समझे।

(ख) जब तकनीकी कर्मचारी तैनात न हो तो अधीक्षक उस उद्देश्य के लिए किसी उपयुक्त जेल कर्मचारी को उस प्रयोजनार्थ प्रशिक्षित करेगा और उन्हें उचित भत्ता दिया जायेगा।

(ग) इस प्रस्तर के प्रयोजनार्थ केन्द्रीय कारगार श्रेणी–क की जेल के रूप में समझा जायेगा और माडल जेल तथा युवा वयस्को के लिए जेल श्रेणी–ख के रूप में समझा जायेगा।

सेवा में वरिष्ठता कैसी निर्धारित की जाएगी	926. सेवा के प्रत्येक विशिष्ट संवर्ग के कार्मिकों की वरिष्ठता तत्समय प्रचलित राज्य सरकार के आदेश के उपबंधों के अनुसार निर्धारित की जायेगी।
सेवा पुस्तिका	927. किसी अभ्यर्थी की सेवा पुस्तिका विहित प्रारूप में उस अधीक्षक द्वारा तैयार की जाएगी, जहॉ पर वह प्रथम बार नियुक्त किया जाता है। स्थानान्तरण होने पर सेवा पुस्तिका पंजीकृत डाक से उस जेल को भेज दी जाएगी, जहॉ उसे स्थानान्तरित किया गया। सेवा पुस्तिका कोष पेटी में सुरक्षित अभिरक्षा में रखी जाएगी। अभ्यर्थी को प्रभावित करने वाली किसी भी घटना को जैसे–स्थानान्तरण, पदोन्नति, दण्ड आदि को उसकी सेवा पुस्तिका में दर्ज किया जाना चाहिए।
वार्डर संवर्ग की श्रेणियां	928. वार्डर संवर्ग का अधिष्ठान, राज्य सरकार द्वारा यथा विहित नियमों, विनियमों और विधियों द्वारा स्थापित और नियंत्रित किया जाएगा। वार्डर संवर्ग दो श्रेणियों में विभाजित होगाः– (एक) जेल वार्डर (दो) जेल हेड वार्डर
वार्डरों के लिए चक्र	929. वार्डर संवर्ग के नियंत्रण और अधिष्ठान के प्रयोजनार्थ राजस्व मण्डलों के अनुसार मण्डल के मुख्यालय पर स्थित जेल के अधीक्षक के नियंत्रणाधीन जेल को चक्रो में बॉटा जायेगा। यदि मण्डल मुख्यालय पर कोई केन्द्रीय कारागार नहीं है तो ऐसी शक्तियों का प्रयोग मण्डल की केन्द्रीय कारागार के अधीक्षक द्वारा की जायेगी। यदि एक ही मण्डल मुख्यालय में एक से अधिक वरिष्ठ अधीक्षक तैनात हो तो महानिदेशक कारागार यह विनिश्चित करेगा कि कौन सा अधिकारी जेल वार्डर संवर्ग और चतुर्थ श्रेणी के कार्मिकों के अधिष्ठान का नियंत्रण रखेगा।

वार्डरों का प्रशिक्षण	930. अधीक्षक यह देखेगा कि सभी नए वार्डर स्काएड और कम्पनी ड्रिल में शिक्षित हो और हथियारों का प्रयोग करना जानते हो तथा अपने कर्तव्यों के पालन से सम्बन्धित समस्त नियमों और आदेशों से परिचित हों। वह अप्रशिक्षित वार्डरों की सूची तैयार करेगा और उसे सम्पूर्णानन्द कारागार प्रशिक्षण संस्थान के प्रधान को प्रशिक्षण आहूत करने के लिए भेजेगा।
वार्डरों का स्थानान्तरण	931. राज्य सरकार की स्थानान्तरण नीति के अनुसार महानिदेशक कारागार के सामान्य नियंत्रण के मध्यधीन, और परिक्षेत्र के उप महानिरीक्षक (कारागार) और अधीक्षक अथवा वरिष्ठ अधीखक द्वारा क्रमशः अपने क्षेत्राधिकार के भीतर वार्डरों तथा हेड वार्डरों का स्थानान्तरण किया जाएगा।
चिकित्साधिकारियों की प्रतिनियुक्ति और नियंत्रण	932. (क) महानिदेशक चिकित्सा और स्वास्थ्य, प्रांतीय चिकित्सा सेवा के अधिकारियों को जेल में चिकित्सा अधिकारी (चिकित्सा अधीक्षक सहित) के कर्तव्य हेतु प्रतिनियुक्त करेगा। राज्य सरकार ऐसे अधिकारियों की नियुक्ति, स्थानान्तरण और दण्ड आदि पर नियंत्रण रखेगी। यदि महानिदेशक

	कारागार की राय में कोई चिकित्सा अधिकारी निलम्बित होने, या पद क्रम में निम्न किए जाने, या पदच्युति या सेवा से बर्खास्त किए जाने के योग्य है तो वह मामले को राज्य सरकार को संदर्भित करेगा। (ख) जेल में प्रतिनियुक्ति पर तैनात चिकित्साधिकारी वेतन, पदोन्नति आदि से संबंधित सेवा की उन्हीं शर्तों का हकदार होगा, जैसे वह चिकित्सा विभाग में हकदार है सिवाय इसके कि वह प्राइवेट प्रैक्टिस करने से विवंचित हो जाये और इसके बदले यथा विहित राज्य सरकार द्वारा उसे निर्धारित भत्ता दिया जायेगा।
अन्य कर्मचारी	933. लिपिकीय, तकनीकी, सोशल वर्कर, व्यवासायिक और पैरामेडिकल स्टाफ ऐसा नियमावली के अनुसार सम्बन्धित नियुक्ति प्राधिकारी द्वारा नियंत्रित और प्रशासित किया जाएगा।
व्यावसायिक कर्मचारी की प्रति नियुक्ति	934. व्यावसायिक कर्मचारी ऐसी संख्या में और ऐसे वेतन पर नियोजित किए जाएंगे जैसा राज्य सरकार द्वारा अनुमोदित किया जाय।
व्यक्तिगत पत्रावली और ग्रेडेसन लिस्ट (पदक्रम सूची)	935. (क) महानिदेशक (कारागार) अपने द्वारा नियुक्त प्रत्येक अधिकारियों की एक व्यक्तिगत पत्रावली अनुरक्षित करेगा और प्रत्येक श्रेणी के अधिकारियों की एक पदक्रम सूची भी अनुरक्षित करेगा। (ख) प्रत्येक नियुक्त प्राधिकारी अपने द्वारा नियुक्त जेल विभाग में सेवारत प्रत्येक जेल अधिकारी की एक व्यक्तिगत पत्रावली अनुरक्षित करेगा और प्रत्येक श्रेणी के अधिकारियों की एक पद क्रम सूची भी अनुरक्षित करेगा।

अध्याय–41

अधीक्षक

अधीक्षक के सामान्य कर्तव्य	936. अधीक्षक कारागार के सामान्य कर्तव्य कारागार अधिनियम, 1894 (अधिनियम संख्या 9 सन् 1894) की धारा–11 में परिभाषित किया गया है। अपराध और दण्ड, प्रवेश और रिहाई, मृत्यु, निष्पादन, लेखा आदि के संबंध में अधीक्षक के कर्तव्य उन विषयों से सम्बन्धित इस मैनुअल के अध्यायों में विहित किये गये हैं। अधीक्षक द्वारा कतिपय अभिलेखों का रख–रखाव अधिनियम की धारा–12 के अधीन उपबंधित है। जहां वरिष्ठ अधक्षक और अधीक्षक दोनों तैनात हों वहां वरिष्ठ अधीक्षक द्वारा अनुशासन, सुरक्षा, श्रम, नियंत्रण,

	सुधारात्मक कार्य एवं अभिलेखों के रख–रखाव से सम्बन्धित मामले कार्य अधीक्षक को सौंपे जायेंगे। किन्तु इससे उन विषयों के सम्बन्ध में वरिष्ठ अधीक्षक को अधीक्षण के दायित्वों से मुक्ति नहीं मिलेगी।
महानिदेशक और उप महानिरीक्षक से संवाद	937. (1) अधीक्षक जेल से सम्बन्धित सभी मामलों में महानिदेशक कारागार एवं उप महानिरीक्षक कारागार से निर्बाध रूप से संवाद करेगा और सभी महत्वपूर्ण घटनाओं जैसे– जेल अनुशासन को भंग करना, पलायन, पलायन का प्रयास, पुनः पकड़ना, जेल तोड़ना, आत्महत्या, असाधारण बीमारी, महामारी और इसी तरह के मामले, की सूचना तत्काल प्रेषित की जाएगी। (2) किसी आपात स्थिति में, जिसके लिए नियमावली में पर्याप्त उपबंध नहीं है, अधीक्षक, महानिरीक्षक कारागार से आदेश प्राप्त करेगा, इस दौरान उसके द्वारा स्वयं सर्वोत्तम निर्णय लिया जाएगा।
अधीक्षक सभी कानूनी उपबंधों और नियमों का पालन करेगा	938. अधीक्षक स्वयं को कारागार अधिनियम, 1894 (अधिनियम संख्या–9 सन् 1894), कारागार अधिनियम, 1900 (अधिनियम संख्या–3 सन् 1900) के उपबंधों और इस मैनुअल में निहित नियमों से पूर्णतः परिचित रखेगा। वह सभी कानूनी उपबंधों और नियमों के पूर्णतः पालन और अपने प्रभार में सौंपे गये सभी बंदियों की सजाओं के निष्पादन के लिए उत्तरदायी होगा।
अधीक्षक की आदेश पुस्तिका	939. अधीक्षक "आदेश पुस्तिका" रखेगा और जेल में प्रबन्धन और अनुशासन के संबंध में उसके द्वारा जारी किये सभी आदेश, उसमें रखे जायेंगे। वह स्वयं को इस बात से संतुष्ट करेगा कि ऐसे सभी आदेश विधिपूर्ण ढंग से प्रभाव में लगाये गये हैं। सभी अधिकारी जिन्हें ऐसे आदेश के किसी भी रूप में निष्पादन का कार्य सौंपा गया हो, उस आदेश को देखने और प्राप्त किये जाने के आभार के रूप में आदेश पुस्तिका में हस्ताक्षर करेंगे।
कर्तव्यों का वितरण	940. (1) अधीक्षक, जेल कर्मचारी के अधीनस्थ अधिकारियों में कर्तव्यों का वितरण इस प्रकार करेगा कि गलतियों, कर्तव्य में उपेक्षा या दुर्विनियोग के संबंध में शुद्वता से जिम्मेदारी तय की जा सके और उसे आदेश पुस्तिका में अभिलिखित करेगा। (2) उच्चतर कर्मचारी की उपस्थिति इस प्रकार निर्धारित की जायेगी कि कम से कम एक ऐसा अधिकारी हमेशा जेल के अन्दर ताला खोलने से तालाबंदी तक पूरे दिन उपस्थित रहे।
कर्मचारी की नोटबुक	941. अधीक्षक यह देखेगा कि उच्चतर कर्मचारी का प्रत्येक सदस्य एक नोटबुक तैयार करेगा जिसमें वह जेल प्रशासन के विभिन्न विषयों को प्रभावित करने वाले सभी आदेशों को नोट करेगा। नोटबुक का प्रारूप महानिदेशक (कारागार) द्वारा विनिश्चित किया जायेगा।
अधिकारियों के कर्तव्यों में परिवर्तन	942. अधीक्षक, जहां तक संभव हो, यह व्यवस्था करेगा कि कोई अधिकारी, विशेषकर स्टोर–कीपर एक बार में एक वर्ष से अधिक समय तक एक ही कर्तव्य में नियोजित न किया जाये। सभी अधिकारियों को सभी विभागों (अनुभागों) के कार्यों की जानकारी होनी चाहिए और बारी–बारी से प्रत्येक में नियोजित किया जाएगा। साधारणतया लिपिकीय कर्मचारी में यह व्यवस्था लागू नहीं की जायेगी।
जेल का भ्रमण	943. अधीक्षक, प्रत्येक कार्य दिवस को कम से कम एक बार और जब आवश्यक हो, रविवार और छुट्टियों के दिन भी जेल का भ्रमण करेगा। वह इस व्यवस्था का अनुपालन न किये जाने की स्थिति को कारणों सहित अपनी आदेश पुस्तिका में अभिलिखित करेगा।
घटना और भ्रमण का जर्नल	944. (1) प्रत्येक अधीक्षक एक आधे मार्जिन के फुल स्केप जर्नल को तैयार कराएगा, जिसमें घटना के बाद यथाशीघ्र निम्नलिखित को अभिलिखित कर लिया जाएगा– (क) वह समय, जब वह प्रतिदिन जेल में प्रवेश करता है और जब बाहर निकलता है और कैदियों, सुरक्षा कर्मियों एवं परिसरों के साप्ताहिक निरीक्षण का परिणाम. (ख) जेल के प्रबंधन से सम्बन्धित प्रत्येक महत्वपूर्ण घटना जो अन्यथा न व्यवहृत न की गयी हो और जो भविष्य के

	संदर्भ के लिए अभिलिखित किये जाने के लिए वांछनीय हो। (ग) जर्नल, महीने के प्रथम सप्ताह में सम्बन्धित उप महानिरीक्षक कारागार को अग्रेसित किया जाएगा। उप महानिरीक्षक (कारागार) उसे ऐसी टिप्पणियों सहित, जिसे वह उचित समझे वापस कर देगा।
सभी कार्य जेल की सीमाओं के भीतर संख्याहृत होने चाहिए	945. अधीक्षक, जहां तक संभव हो जेल कार्य से सम्बन्धित संव्यवहार को जेल परिसर के भीतर करेगा और सिवाय, जहां मामले में आवश्यक हो जेल परिसर के बाहर अधीनस्थ अधिकारी की उपस्थिति अपेक्षित होगी।
अलग कैद बंदियों की जांच	946. अधीक्षक प्रत्येक कैदी से जो अलग कैद किये गये हैं, सप्ताह में कम से कम दो बार मिलेगा।
अन्य भवनों और बागों का निरीक्षण	947. अधीक्षक बैरक, यार्ड, सेल, और जेल के सभी अन्य भागोंः शौचालय और मूत्रालय सहित का सप्ताह में कम से कम एक बार निरीक्षण करेगा। वह कभी–2 अधीनस्थ अधिकारियों के आवासों की भी जांच करेगा। वह प्रायः जेल उद्यान का भ्रमण करेगा और देखेगा कि कैदियों को आपूर्ति की जा रही सब्जियां ताजी और पौष्टिक हों।
शिकायतें एवं आवेदन	948. अधीक्षक सभी अवसरों पर कैदियों की शिकायतों की जांच करने और उनके आवेदन सुनने के लिए तैयार रहेगा। यदि कोई कैदी किसी जेल अधिकारी से अधीक्षक से मिलने की इच्छा व्यक्त करता है तो यह उस अधिकारी का कर्तव्य है कि वह उक्त तथ्य से अधीक्षक को सूचित करें।
अस्पताल का भ्रमण	949. अधीक्षक, अस्पताल का प्रतिदन भ्रमण करेगा और देखेगा कि बीमार कैदी की सुरक्षित अभिरक्षा के लिए उचित प्रबंध किये गये हैं और जहां तक कैदी के चिकित्सीय उपचार से सुसंगत हो, जेल के अनुशासन को अस्पताल में भी बनाया गया है।
स्वच्छता	950. अधीक्षक यह देखने के लिए उत्तरदायी होगा कि जेल का सम्पूर्ण और इसके भवन, कैदियों के निजी वस्त्र और विस्तर और सभी फर्नीचर, बर्तन और जेल में प्रयोज्य अन्य वस्तुयें स्वच्छता के उच्चतम संभव स्तर पर बनाई रखी जाय।
पके भोजन की जांच	951. अधीक्षक, प्रतिदिन, कैदियों के वितरण के लिए तैयार पके भोजन की जांच करेगा और स्वयं को संतुष्ट करेगा कि वह अच्छी गुणवत्ता और उपयुक्त मात्रा (वजन) का है। वह भोजन वितरण परेड में, जब भी संभव हो उपस्थित रहेगा और कैदियों द्वारा भोजन के संबंध में की गयी किसी शिकायत की जांच करेगा।
बांटों और मापों का परीक्षण	952. प्रत्येक वर्ष एक बार अधीक्षक जेल, कारखाना, भण्डार, किचन आदि में प्रयोग हो रहे बाटों और मापों का परीक्षण करेगा और उसके परिणाम को आदेश पुस्तिका में अभिलिखित करेगा।
पलायन रोकने के लिए सावधानियां	953. अधीक्षक पलायन रोकने के लिए प्रत्येक आवश्यक सावधानियां बरतने के निर्देश देगा और सभी सेल, दरवाजों, खिड़कियों, छड़, बोल्ट्स, ताले हथकड़ी, बेड़ी, बंधन आदि का प्रतिदिन परीक्षण कराएगा। वह जेलर से अपेक्षा करेगा कि ऐसे परीक्षण के परिणामों की प्रतिदिन की रिपोर्ट अपनी रिपोर्ट बुक में दर्ज करे। प्रत्येक रविवार और अवकाश के दिन एक विशेष हेड वार्डर को दोपहर में सभी जालियों और बेड़ियों के परीक्षण के लिए उत्तरदायी बनाया जाएगा।
सुरक्षा के लिए विशेष सावधानियां	954. अधीक्षक किसी महत्वपूर्ण कैदी की सुरक्षा के लिए ऐसी विशेष सावधानियां बरतने के लिए, जिसे वह आवश्यक समझता है, आदेश देने में अपने स्वयं के विवेक का उपयोग करेगा, चाहे वह ऐसे कैदी के बारे में मजिस्ट्रेट से कोई चेतावनी प्राप्त किया हो या नहीं। चूंकि अधीक्षक इस बात का एक मात्र निर्णयकर्ता है कि किसी कैदी की सुरक्षित अभिरक्षा के लिए कौन से उपाय आवश्यक हैं, इसीलिए वह यह देखने के लिए उत्तरदायी है कि, की गयी सावधानियां उद्देश्य की पूर्ति के लिए युक्तियुक्त रूप से पर्याप्त हों।
बैरक आदि की तलाशी के संबंध में उत्तरदायित्व	955. अधीक्षक, यह देखेगा कि जेलर और उसके अधीनस्थ अधिकारी बैरकों और बंद कैदियों की तलाशी और बाहर कार्य करने वाले गैंग के लिए अपराधियों के चयन, उनकी सुरक्षित अभिरक्षा और बाह्य कार्य करने वाले गैंग के नियोजन की दशाओं के संबंध में सभी नियमों और आदेशों का पालन कर रहे हैं।

आग और भूकम्प के विरूद्ध सावधनियां	956. अधीक्षक देखेगा कि जेल भवनों और उसमे समस्त राज्य सम्पत्ति की आग से होने वाली हानि से बचाव के लिए उचित सावधानियां बरती गयी हैं। वह आग से अलार्म की दशा में अधिष्ठान के प्रत्येक सदस्यों के कर्तव्यों को रेखांकित करते हुए एक आदेश जारी करेगा। इस आदेश की एक प्रति जेल कार्यालय में लटकाई जाएगी। नोट–आग और भूकम्प से बचाव के लिए पूर्वानिधानियों से सम्बन्धित उपाय के लिए नियम–607 देखें।
ओवरक्राउडिंग (अति शंकुलता) को रोकना	957. अधीक्षक किसी बैरक में ओवरक्राउडिंग रोकने के लिए सभी आवश्यक सावधानियां बरतेगा। जेल के भर जाने की स्थिति में, वह तत्काल मामले से महानिदेशक कारागार को सूचित करेगा और इस दौरान वह ऐसे अस्थायी उपायों को अपनायेगा, जैसे मामले में अपेक्षित हो।
आकस्मिक निरीक्षण	958. अधीक्षक कभी–कभी दिन और रात के अनिश्चित घंटों में जेल का भ्रमण करेगा और स्वयं को संतुष्ट करेगा कि सभी नियमों और आदेशों का सम्यक रूप से पालन हो रहा है। एक मास में कम से कम दो बार वह जेल का रात्रि में भ्रमण करेगा और अपनी आदेश पुस्तिका में भ्रमण का समय उल्लिखित करते हुए एक रिपोर्ट अभिलिखित करेगा कि क्या रात्रि सुरक्षा उचित रूप से सम्पन्न की जा रही है और क्या उसने सभी चीजों को व्यवस्थित पाया। रात्रि भ्रमण सामान्यतः अपरान्ह 10.00 बजे के बाद की जानी चाहिए। अधीक्षक ऐसे भ्रमण के समय और उसके परिणामों को नियम–949 के अधीन बनाए गये जर्नल में अभिलिखित करेगा और ऐसे भ्रमण का विवरण मासिक जर्नल में परिक्षेत्र के उप महानिरीक्षक कारागार को प्रस्तुत करेगा।
साप्ताहिक परेड	959. (1) अधीक्षक, किसी परेड के अलावा, जिसे वह उचित समझता है,जेल में कैदियों की साप्ताहिक परेड सोमवार या शनिवार को आयोजित करायेगा। (2) चिकित्सा अधीक्षक भी ऐसी परेड में उपस्थित रहेगा।सर्दी के महीनों में ऐसी परेड खुली हवा और धूप में आयोजित की जा सकती है, किन्तु गर्मी और वर्षा के महीनों में कैदियों की परेड छायायुक्त स्थानों या बैरकों के अन्दर आयोजित की जानी चाहिए। (3) प्रत्येक परेड में अधीक्षक स्वयं को संतुष्ट करेगा कि– (क) सभी कैदी उचित रूप में वर्गीकृत है; (ख) सभी कैदी को उचित रूप से लिखा हुआ हिस्ट्री टिकट उपलब्ध कराया गया है, वजन सम्यक रूप से किया गया है और टिकट में दर्ज किया गया है और जिन कैदियों के वजन में तात्विक रूप से कमी है, उन्हें चिकित्सीय परीक्षण के लिए सम्यक रूप से अलग कर लिये गये हैं। (ग) यह कि कैदी साफ–सुथरे हैं और उचित कपड़े, विस्तर और किट उसे उपलब्ध कराया गया है, जो नियमों में निर्धारित है और उनको दी गयी वस्तुयें उचित रूप से चिन्हांकित और संख्यांकित है और स्वच्छ तथा प्रयोग योग्य एवं अच्छी दशा में हैं; (घ) यह कि अपराधी (क्षमा) छूट के नियमों को समझता है और छूट उसे सम्यक रूप से अवार्ड कर दी गई और सूचित कर दी गयी हैं, (ड) यह कि सामान्यतः कैदियों पर लागू होने वाले नियमों और आदेशों का पालन किया जा रहा है।
हथियारों का निरीक्षण	960. अधीक्षक, वर्ष में त्रैमासिक रूप से स्वयं को संतुष्ट करेगा कि हथियार खाने के हथियार साफ सुथरे हैं और प्रयोग योग्य दशा में हैं।
चिकित्सा अधीक्षक द्वारा विशेष निर्देश	961. (1)अधीक्षक, चिकित्सा अधीक्षक द्वारा संक्रामक, छुआछूत या मनोरोग बीमारी से ग्रसित या ग्रसित होने के संदेह वाले कैदियों को अलग रखने के बारे में दिये गये किसी निर्देश को प्रभावी बनायेगा। संक्रामक या छुआछूत की बीमारी से वास्तविक रूप से ग्रसित या संदिग्ध कैदी की दशा में वह चिकित्सा अधीक्षक के साथ सलाह मशविरे से तत्काल ऐसे स्थानों को साफ करने एवं कीटाणु रहित करने, जिसे प्रभावित कैदियों द्वारा अधिभोग किया गया हो और इसी गंदे और संदेहयुक्त कपड़े और धोने और कीटाणु रहित करने और धुंवा दिखाने या नष्ट करने के संबंध में निर्देश

	देगा। (2) अधीक्षक, चिकित्साधीक्षक द्वारा चिकित्सा कारणों से किसी कैदी को अतिरिक्त भोजन या वस्त्र या भोजन में परिवर्तन के किसी लिखित मांग या निर्देश को प्रभावी बनायेगा।
महानिदेशक कारागार और अन्य भ्रमणकर्ताओं के भ्रमण के समय उपस्थिति	962. यदि भ्रमण के दिन और घंटे की सूचना पूर्व दी गयी है तो अधीक्षक महानिदेशक (कारागार) के जेल के निरीक्षण के समय उनके साथ रहेगा। वह विशिष्ट विजिटर के भ्रमण के समय, विजिटर बोर्ड के छमाही भ्रमण के समय और शासकीय विजिटर के भ्रमण के समय भी, यदि ऐसा अनुरोध किया जाए, उपस्थित रहेगा।
वापसी और रिपोर्ट्स को प्रस्तुत करना	963. अधीक्षक, नियमित रूप से ऐसी वार्षिक रिपोर्ट व अन्य वापसी, कथन, बिल और वाउचर्स, जो समय–समय पर निर्धारित किये गये हैं, महानिदेशक (कारागार) को प्रस्तुत करेगा। वह विलम्बतम 10 जनवरी तक वार्षिक रिपोर्ट ऐसे प्रारूप में जैसा महानिदेशक (कारागार) विहित करे, प्रस्तुत करेगा।
सेवा पुस्तिका में प्रविष्टियां	964. अधीक्षक, प्रत्येक वर्ष जनवरी में सेवा पुस्तिका में वार्षिक प्रविष्टियां अंकित करेगा।
अधीनस्थ कर्मचारी की वार्षिक गोपनीय टिप्पणी	965. (1) अधीक्षक, प्रत्येक वर्ष 10 अप्रैल तक अपने अधीनस्थ कार्मिकों की एक गोपनीय रिपोर्ट उपयुक्त प्राधिकारी को प्रस्तुत करेगा। (2) रिपोर्टिंग अधिकारी के मार्गदर्शन के लिए निम्नलिखित अनुदेश बनाये गये हैं:– (क) रिपोर्ट संक्षिप्त किन्तु स्वयं में पूर्ण होनी चाहिए यह संभाषण शैली में लिखी होनी चाहिए और उस ढंग को स्पष्ट रूप से इंगित करनी चाहिए जिस तरह वर्ष के दौरान कर्तव्य का सम्पादन किया गया है और इसमें उसकी अर्हता, दक्षता और कोई अन्य बात जो उस अधिकारी की उपयोगिता और क्षमता के बारे में राय बनाने में सहायक हो, होनी चाहिए। (ख) रिपोर्ट में निम्नलिखित बिन्दुओं से सम्बन्धित सूचना होनी चाहिए– (एक) स्वभाव, तरीका, निर्णय, युक्ति, योग्यता, पहल, देहयष्टि, क्रियाशीलता कैदियों से व्यक्तिगत सम्पर्क, कारखाना कार्य; (दो) विभागीय सक्षमता–जेल मैनुअल, परिपत्र, आदेश, शासनादेश, लेखाओं और कार्यालय प्रक्रिया का ज्ञान, स्टाफ से व्यवहार और नियंत्रण, अनुशासन, संगठन की शक्ति, आन्तरिक अर्थव्यवस्था के लिए उत्सुकता तथा उपकरणों एवं स्टोर पर नियंत्रण; (तीन) सामान्य आचरण और स्वास्थ्य; (चार) विशेष टिप्पणी यदि कोई हो, (पॉच) सत्यनिष्ठा–इस शीर्षक के अन्तर्गत कोई ऐसी बात हो सकती है जो अधिकारी की सत्यनिष्ठा पर कोई संदेह डालती है। (ग) जब किसी जेल में किसी जेलर या उप जेलर द्वारा कम से कम तीन माह की सेवायें दी जाती है, और उसका स्थानान्तरण हो जाता है तो अधीक्षक उसकी गोपनीय रिपोर्ट उसके स्थानान्तरण के बाद शीघ्र ही उप महानिरीक्षक कारागार को अग्रेसित की जायेगी। प्रत्येक अधीक्षक जिसका स्थानान्तरण होता है या अवकाश पर जाता है तो प्रस्थान के पूर्व अपने उत्तराधिकारी की सूचना के लिए अपने अधीन कार्य करने वाले जेलर या उप जेलर के बारे में टिप्पणी अभिलिखित करेगा। (घ) जब एक अधिकारी की रिपोर्ट प्रतिकूल है और वह उसकी भविष्य की पदोन्नति को प्रभावित कर सकती है तो अधीक्षक अपनी राय के लिए कारण देगा और विशेषतः यह कथन करेगा कि रिपोर्ट में उल्लिखित किये गये दोष के बारे में सम्बन्धित अधिकारी को बताया गया है या नहीं।

सेवा पुस्तिका में सत्यनिष्ठा प्रमाण पत्र	966. (1) अधीक्षक प्रत्येक वर्ष सरकारी सेवक की सेवा पुस्तिका में वार्षिक टिप्पणी और सभी राजपत्रित अधिकारियों की गोपनीय रिपोर्ट के अलावा निम्नलिखित प्रारूप में एक सत्यनिष्ठा प्रमाण दर्ज करेगा "प्रमाणित किया जाता है कि मेरी जानकारी में कोई ऐसी बात नहीं आई है जो.....की सत्यनिष्ठा पर कोई प्रभाव डालती हो।" (2) किसी अधिकारी के विरूद्ध अस्पष्ट और अतात्विक शिकायतें कभी–कभी सत्यनिष्ठा प्रमाण पत्र को रोकने को न्यायोचित ठहराने के लिए पर्याप्त हो सकती हैं। ऐसे मामले जहां किसी अधिकारी की सत्यनिष्ठा पर संदेह करने का उचित कारण तो है किन्तु औपचारिक कार्यवाही के लिए पर्याप्त साक्ष्य नहीं हैं, सत्यनिष्ठा प्रमाण पत्र को रोका जा सकता है।
भ्रष्ट प्रथाओं के संबंध में रिपोर्ट	967. अधीक्षक, जेल में किसी भ्रष्ट प्रथा को रोकने और संसूचित व्यक्ति एवं उसे दिये गये दण्ड के विवरण के साथ, उससे निपटने के लिए किये गये उपायों के संबंध में प्रत्येक वर्ष 15 जनवरी को एक रिपोर्ट महानिदेशक (कारागार) को प्रस्तुत करेगा।
रिक्त पदों के सापेक्ष कर्मचारी (स्टाफ) को रखना	968. जब भी किसी जेल का अधीक्षक यह आवश्यक समझता है कि किसी अधिष्ठान को चलाने के लिए सृजित अधिकांश पद खाली हैं, तो वह महानिदेशक (कारागार) को एक आवेदन देगा, जिसमें सृजित पदों, अवकाश या अन्य कारणों से अनुपलब्ध कार्मिक और सृजित पदों के सापेक्ष अपेक्षित कार्मिकों की संख्या का विवरण होगा। किसी भी मामले में यदि वह अवधि, जिसके लिए अनुमति दी गयी थी, समाप्त हो गयी हो तो बिना नई स्वीकृति के किसी भी अतिरिक्त कर्मचारी के साथ अधिष्ठान नहीं चलाया जायेगा। महानिदेशक कारागार द्वारा दी गयी अनुमति के उपरान्त अधीक्षक, स्वच्छकार, नाई, चालक, इलेक्ट्रीशियन, लैब टेक्नीशियन, एक्स–रे टेक्नीशियन आदि की संविदा के आधार पर अतिरिक्त सुविधा ले सकता है।
अधीक्षक बिना अनुमति के स्थान नहीं छोड़ सकता	969. अधीक्षक, महानिदेशक (कारागार) को सूचना देने के अधीन उप महानिरीक्षक कारागार की पूर्व अनुमति के बिना स्टेशन नहीं छोड़ सकता।
किसी जेल अधिकारी की मृत्यु की रिपोर्ट	970. अधीक्षक अपनी जेल में किसी अधीनस्थ अधिकारी की मृत्यु की सूचना तत्काल महानिदेशक कारागार, परिक्षेत्रीय उप महानिरीक्षक कारागार एवं सम्बन्धित नियुक्ति प्राधिकारी को देगा।
सिविल वादों को दाखिल किया जाना एवं प्रतिरक्षा	971. वादों को दाखिल करने एवं उससे बचाव से सम्बन्धित प्रक्रिया विधि परामर्शी मैनुअल (एल आर मैनुअल) में दी गयी है और प्रत्येक मामले में उसका पालन करना चाहिए। सिविल प्रक्रिया संहिता, 1908 (अधिनियम संख्या–5 सन् 1908) की धारा–80 के अनुसार राज्य सरकार के विरूद्ध वाद की नोटिस या तो सरकार में सचिव या जिला कलेक्टर को तामील करायी जानी चाहिए। जब कोई अधीक्षक सरकार के विरूद्ध वाद की इस प्रकार की नोटिस प्राप्त करता है तो यह अवैध है और इसके बारे में बस इतना करने की जरूरत है कि इसे आवश्यक कार्यवाही हेतु कलेक्टर को अग्रेषित कर देनी चाहिए।

सुसंगत नियमों का प्रदर्शन	972. अधीक्षक, अपराधों और दण्डों की अपील और सजा की माफी से सम्बन्धित नियमों की प्रति तैयार करायेगा और उसे प्रत्येक बैरक की दीवार पर चिपकवायेगा और जैसा प्रस्तर–53 में उपबन्धित है इन नियमों को पढ़वायेगा

	और बंदियों को समझवायेगा।
हथियारों का लाइसेंस	973. सभी अधीक्षक, यदि वे लाइसेंस हेतु आवेदन करते हैं तो अपनी सुरक्षा के लिए एक रिवाल्वर या पिस्टल का लाइसेंस प्राप्त करने के लिए हकदार हैं। उन्हें ऐसे रिवाल्वर या पिस्टल के लाइसेंस के लिए लाइसेंस शुल्क के भुगतान से छूट प्राप्त है।

अध्याय–42
चिकित्सा अधीक्षक, चिकित्सा अधिकारी और पैरामेडिकल स्टाफ

चिकित्सा अधिकारी और चिकित्सा अधीक्षक	974 (1) प्रत्येक जेल में कम से कम एक चिकित्सा अधिकारी होगा, जो कैदियों एवं स्टाफ के उपचार और चिकित्सा प्रशासन का प्रभारी होगा। (2) जब एक जेल में एक से अधिक चिकित्सा अधिकारी हों तो उन में से वरिष्ठ चिकित्सा अधिकारी प्रभारी होगा और एतद्पश्चात उसे चिकित्सा अधीक्षक कहा जायेगा। (3) चिकित्सा अधीक्षक कैदियों के स्वास्थ्य और चिकित्सा के लिए पूर्ण रूपेण जिम्मेदार होगा।
चिकित्सा अधिकारियों के लिए नियमों और विनियमों पर नियंत्रण और उसकी जानकारी	975 (1) चिकित्सा अधीक्षक, अधीक्षक कारागार के प्रशासनिक नियंत्रण में रहेगा। चिकित्सा अधीक्षक की अनुपस्थिति में चिकित्सा अधिकारी जेल में अपने कर्तव्यों का निर्वहन करेगा और इसके विपरीत भी होगा। (2) चिकित्सा अधिकारियों द्वारा चिकित्सा अधीक्षक की सहायता की जायेगी। बीमार की देखभाल तथा अन्य तकनीकी कर्तव्यों से संबंधित मामलों में चिकित्सा अधिकारी चिकित्सा अधीक्षक के आदेशों के अधीन होगा, किन्तु जेल के सामान्य प्रबंधन तथा अनुशासन एवं व्यवस्था सेवा बनाये रखने से संबंधित सभी मामलों में अधीक्षक और कारापाल के आदेश के अधीन होगा। स्पष्टीकरण– जब जेल से सम्बद्ध चिकित्सा अधिकारी द्वारा की गयी किसी अनियमितता के संबंध में स्पष्टीकरण अपेक्षित हो तो यह अधीक्षक कारागार द्वारा सीधे लिया जायेगा और टिप्पणी सहित महानिदेशक, कारागार को प्रस्तुत किया जायेगा। यदि चिकित्सा अधिकारी वापस चिकित्सा विभाग को स्थानान्तरित कर दिया गया हो तो स्पष्टीकरण निदेशक, चिकित्सा एवं स्वास्थ्य सेवा के माध्यम से प्राप्त किया जायेगा और उस पर अपनी टिप्पणी सहित महानिदेशक, कारागार को प्रस्तुत किया जायेगा। (3) जेल के चिकित्सा अधिकारियों को किसी प्रकार की निजी प्रैक्टिस करने की अनुमति नहीं होगी चाहे सामान्य हो या परामर्शी । (4) जब कोई चिकित्सा अधिकारी जेल में प्रतिनियुक्त हो तो वह अपने आप को जेल के चिकित्सीय प्रशासन से संबंधित सभी नियमों/विनियमों से पूर्णतः जानकर बनायेगा। वह विशेष रूप से जेल मैनुअल के अध्याय **XXII** (मनो रोगी कैदी), **XXIII** (आहार), **XXV** (स्वच्छता और महामारी), **XXXII** (अपराध और दण्ड), **XXXXII** (चिकित्सा अधीक्षक, चिकित्सा अधिकारी और चिकित्सीय अधीनस्थ) का अध्ययन करेगा और उनमें अर्न्तविष्ट उपबंधों का अनुपालन करेगा।
चिकित्सा अधीक्षक और चिकित्सा अधिकारी द्वारा	976. चिकित्सा अधीक्षक और चिकित्सा अधिकारी महानिदेशक, कारागार और परिक्षेत्र के उप महानिरीक्षक कारागार द्वारा उनक कर्तव्यों और जिस तरीके से उन्हें किया जाना है उससे सम्बन्धित सभी का पालन करेंगे।

निर्देशों का पालन किया जाना	

महानिदेशक, कारागार से पत्राचार	977. चिकित्सा अधीक्षक, महानिदेशक, (कारागार) से अधीक्षक, कारागार के माध्यम से पत्राचार कर सकता है।
स्टाफ के सदस्य की अयोग्यता की सूचना	978. चिकित्सा अधीक्षक और चिकित्सा अधिकारी, जैसा भी मामला हो अधीक्षक कारागार की जानकारी में ऐसे तथ्य (अधिकारियों और अधीनस्थ कारागार स्टाफ की बीमारी के कारण के बारे में) को लायेंगे, जो महत्वपूर्ण हैं और जो उसे उनकी उपयुक्तता और जेल में उनके नियोजन को जारी रखने के बारे में निर्णय लेने में सक्षम बनायेगा।
आहार और दवाईयों की आपूर्ति	979. (1) जेल अधिकारियों और उनके परिवार के उपचार के लिए चिकित्सा अधीक्षक या चिकित्सा अधिकारी द्वारा लिखी गयी दवाईयॉ जेल अस्पताल की औषधालय से मुफ्त में दी जायेगी। (2) गंभीर रूप से बीमार और जेल अस्पताल में भर्ती जेल वार्डर के लिए चिकित्सा अधीक्षक या चिकित्सा अधिकारी द्वारा आदेशित किये गये विशेष आहार की आपूर्ति राज्य सरकार के खर्च पर की जायेगी।
बंदियों के स्वास्थ्य और स्वच्छता की जिम्मेदारी	980. (1) चिकित्सा अधीक्षक और चिकित्सा अधिकारी बंदियों के स्वास्थ्य, शारीरिक एवं मानसिक दोनों, से संबंधित सभी मामलो और जब वे बीमार हो तो उनके उपचार और जेल की स्वच्छता के लिए जिम्मेदार होगें और वे कारागार अधिनियम–1894 (अधिनियम संख्या–9 सन् 1894) की धाराओं–13, 14, 15, 24 (2), 26, 29, 38 और 50 के उपबंधों को लागू करेंगे। (2) चिकित्सा अधीक्षक यह सुनिश्चित करेगा कि बंदियों की चिकित्सीय आवश्यकताओं जैसें– ऑखों की देखभाल, दांतों की देखभाल, भौतिक चिकित्सा और मधुमेह की क्लीनिकल जांच नियमित रूप से की जाय। (3) चिकित्सा अधीक्षक, ऐसे बंदियों के लिए जो मादक द्रव्य लेने के आदी हैं, उनके लिए नशा मुक्ति कार्यक्रम का आयोजन करेंगे। (4) चिकित्सा अधीक्षक प्रत्येक तीन माह में एक बार स्टोर में रखी दवाओं के स्टाक की जांच करेगा और स्वयं को संतुष्ट करेगा कि उनकी अवसान तिथि और मात्रा स्टाक रजिस्टर में सही ढंग से दर्ज हो गयी हो। वह यह सुनिश्चित करेगा कि दवाओं का प्रयोग अवसान तिथि से पहले करली जाय। वह औजारों और उपकरणों की जांच करेगा, यह सुनिश्चित करने के लिए कि वे उचित तरीके से रखे गये हैं और पर्याप्त स्टाक आरक्षित रूप में रखा गया है। (5) चिकित्सा अधिकारी के सभी मांग पत्रों की चिकित्सा अधीक्षक द्वारा संवीक्षा की जायेगी और प्रतिहस्ताक्षरित की जायेगी।

दैनिक निरीक्षण	981. (1) चिकित्सा अधीक्षक और चिकित्सा अधिकारी प्रतिदिन जेल का निरीक्षण करेंगे। एक चिकित्सा अधिकारी प्रतिदिन अलग परिरोध में बंद सभी बंदियों को देखेगा। चिकित्सा अधीक्षक महीने में एक बार पूरे जेल परिसर की पूरी जांच पूर्ण करेगा। (2) यदि कोई महामारी या असाधारण बीमारी फैलती है या बीमारी का कोई गंभीर मामला होता है तो वह उतनी बार कारागार का निरीक्षण करेगा जितनी आवश्यक हो।

प्रवेश के समय बंदी का परीक्षण	982. यह पदस्थ चिकित्सा अधिकारी का कर्तव्य है कि वह प्रत्येक बन्दी का ,उसके जेल में प्रवेश के बाद जितनी जल्दी हो सके उतनी जल्दी परीक्षण करेगा और आवश्यक विशिष्टियॉ निर्धारित रजिस्टर में दर्ज करेगा जैसा कि कारागार अधिनियम, 1894 (अधिनियम संख्या–9 सन् 1894) की धारा–24 (2) के अनुसार अपेक्षित है। विवरण राष्ट्रीय मानवाधिकार आयोग, नई दिल्ली द्वारा निर्धारित प्रारूप पर भी दर्ज किया जायेगा। चिकित्सा अधिकारी द्वारा इंजरी रजिस्टर (जैसा कि प्रस्तर–22 मे ंअपेक्षित है) में दर्ज किये गये रिकार्ड की शुद्धता को चिकित्सा अधीक्षक द्वारा प्रमाणित किया जायेगा और इसे जेलर की रिपोर्ट बुक (प्रस्तर–21 द्वारा अपेक्षित) के सापेक्ष जांच करेगा। चिकित्सा अधिकारी तत्काल चिकित्सा अधीक्षक के समक्ष उन सभी चोटो का रिकार्ड रखेगा जो उसके अंतिम निरीक्षण के बाद हुई है।
बंदियों का मानसिक स्वास्थ्य	983. चिकित्सा अधीक्षक और चिकित्सा अधिकारी किसी बंदी को अपने विशेष निगरानी में रखते हुए जिसका मानसिक स्वास्थ्य इस तरह की निगरानी की अपेक्षा रखता हो बंदियों के मानसिक स्वास्थ्य पर विशेष ध्यान देगें और एक निगरानी चार्ट बनायेंगे। यदि आवश्यक हो तो वे ऐसे कदम उठायेगे जिसे वह उचित और उपयुक्त समझते है, इस विचार से कि उसे अलग रखा जाय या किसी उपयुक्त संस्थान के लिए हटाया जाय।
मानसिक रूप से विक्षिप्त बंदी	984. मानसिक रूप से विक्षिप्त बंदियों के दो भिन्न वर्ग होते है, नामत– (क) मानसिक रूप से विक्षिप्त– सामान्यतः एक स्थायी दशा। (ख) वे जो मानसिक पतन, जो पागलपन की हद तक नहीं है, से गुजर रहे हैं। ऐसी दशा में जो सामान्यतः ठीक होने योग्य होती है। मानसिक रूप से विक्षिप्त बंदियों के नाम संबंधी पंजी को अग्रेसित करने में चिकित्सा अधीक्षक ध्यान पूर्वक स्पष्ट रूप से इन दोनों दशाओं में विभेद करेगा और उसकी मानसिक दशा पर पूर्ण टिप्पणी सहित एक इतिवृत्ति देगा।
यात्रा के लिए स्वास्थ्य प्रमाण–पत्र	985. कारागार अधिनियम, 1894 (अधिनियम संख्या–नो सन् 1894) की धारा 26 द्वारा अपेक्षित यात्रा के लिए स्वास्थ्य प्रमाण–पत्र संबंधित बंदी के स्थानान्तरण पंजी पर चिकित्सा अधिकारी द्वारा पृष्ठांकित किया जायेगा।
बीमारी की शिकायत करने वाले बंदियों का परीक्षण	986. (1) बीमारी की शिकायत करने वाले प्रत्येक बंदी का परीक्षण चिकित्सा अधिकारी द्वारा किया जायेगा। वह निर्देश दे सकता है कि कोई बंदी अस्पताल में भर्ती किया जायेगा या निगरानी में रखा जायेगा या वाह्य रोगी की तरह उपचार किया जायेगा।

	(2) कोई बंदी अस्पताल में निगरानी के लिए 24 घण्टे से अधिक निरूद्ध नहीं किया जायेगा, जब तक कि उसका नाम एक रजिस्टर में नहीं लिखा गया है। यदि उसकी बीमारी का निदान नहीं हुआ है। उस अवधि की समाप्ति पर चाहे उसकी बीमारी का निदान हुआ हो या नही उसका नाम इंडोर रजिस्टर में दर्ज कर लिया जायेगा। निगरानी में रखे गये बंदियों की संख्या, उपचार के लिये परामर्शित बंदियों की संख्या के साथ, अस्पताल पंजी में दर्ज की जायेगी। (3) रोग का बहाना करने वाले– जब चिकित्सा अधिकारी की राय हो कि बंदी रोग का बहाना बना रहा है तो वह रिपोर्ट बुक के माध्यम से उक्त तथ्यों से अधीक्षक कारागार को अवगत कराएगा।
टीकाकरण	987. चिकित्सा अधिकारी प्रत्येक नये प्रवेश करने वाले स्वस्थ बंदी को उसके जेल में पहुंचने के बाद जितना शीघ्र सुविधाजनक हो सके उसे टीका लगाएगा या लगवाएगा यदि आवश्यक हो तो। अपनी मॉ के साथ जेल जाने वाले बच्चे या जेल में पैदा होने वाले बच्चों को भी उसी तरह टीकाकरण किया जाएगा। चिकित्सा अधिकारी, तथापि ऐसे टीकाकरण या पुनः टीकाकरण के बिना काम चला सकता है, ऐसे मामलों में जिसमें वह इसे अनावश्यक मानता है क्योकि कैदी पहले से ही पर्याप्त सुरक्षित या उसकी सजा अत्यन्त अल्प अवधि की है या अन्य कोई पर्याप्त कारण जो संबंधित कैदी के हिस्ट्री टिकट पर दर्ज किया जाएगा। एक टीकाकरण रजिस्टर बनाया जाएगा जिसमें सभी टीकाकरण कार्यक्रमों का परिणाम दर्ज किया जाएगा। बच्चों के मामलें में प्रविष्टि उनकी मॉ के हिस्ट्री टिकट पर दर्ज की जा सकती है।
साप्ताहिक परेड	988. चिकित्सा अधीक्षक, अधीक्षक कारागार की साप्ताहिक परेड में उपस्थित रहेगा। वह कैदी के स्वास्थ्य की सामान्य दशा की निगरानी करेगा और देखेगा कि वह स्वच्छ है और सभी बीमारियों से मुक्त है। वह स्कर्वी के किसी लक्षण या रक्ताल्पता की प्रवृत्ति, चर्म रोगों या स्वास्थ्य में किसी अन्य कमी पर विशेष ध्यान देगा। वह बंदियों के वस्त्रों और बिस्तर का भी निरीक्षण करेगा और देखेगा कि वह स्वच्छ और पर्याप्त है। वह जल निकास संवातन, पेयजल और संरक्षण व्यवस्थाओं की जांच करेगा। वह यादृच्छिक रूप से बंदियों के वजन के रिकॉर्ड की जांच करेगा और स्वंय संतुष्ट करेगा कि वजन ठीक से लिया गया है और दर्ज किया गया है। वह उन बंदियों के स्वास्थ्य की जांच करेगा जिनके वजन के तात्विक गिरावट आयी है।
रिक्ति की दशा में निजी चिकित्सकों का लगाया जाना	989. जब किसी विशिष्ठ जेल पर सृजित पद के सापेक्ष रिक्ति हो तो महानिदेशक कारागार निजी चिकित्सकों की आवश्यकतानुसार और ऐसी शर्तों पर जो राज्य सरकार निर्धारित करें, प्रस्तर 991 के अनुसार संबंधित जिला के जिला मजिस्ट्रेट की अध्यक्षता में गठित समिति द्वारा चिकित्सकों के पैनल को लगाया जाएगा।
विशेषज्ञ चिकित्सकों का लगाया जाना	990. साधारणतयः बंदियों को समस्त प्रकार की चिकित्सा सुविधा जेल चिकित्सक द्वारा प्रदान की जायेगी। यदि बंदियों की चिकित्सा हेतु विशेषज्ञ चिकित्सकों यथा–कार्डियोलॉजिस्ट, आर्थोपैडिक सर्जन, न्यूरो फिजीशियन, चर्म रोग विशेषज्ञ, स्त्री प्रसूति विशेषज्ञ, रेडियोलॉजिस्ट व दन्त चिकित्सक आदि की आवश्यकता होती है तो ऐसे विशेषज्ञ चिकित्सक जेल मैनुअल के प्रस्तर–991 के अर्न्तगत् गठित समिति द्वारा जिला मजिस्ट्रेट को सुझाये गये पैनल के चिकित्सकों को यथावश्यक लगाया जायेगा। ऐसे विशेषज्ञ चिकित्सकों की आवश्यकता के आधार पर ऑनकाल बुलाया जा सकेगा अथवा घण्टे या साप्ताहिक आधार पर इनकी सेवायें ली जा सकेंगी।
चिकित्सकों एवं विशेषज्ञ चिकित्सकों के पैनल हेतु समिति	991. (1) जेल में डॉक्टरों की सेवाऐं लेने के उद्देश्य से चिकित्सकों और विशेषज्ञों के मनोनयन के लिए संस्तुति हेतु एक समिति होगी। यह समिति निम्नलिखित सदस्यों के लिये गठित होगी– (क) संबंधित जिला का जिला मजिस्ट्रेट– अध्यक्ष;

का गठन	(ख) मुख्य चिकित्साधिकारी – सदस्य; (ग) संबंधित कारागार का अधीक्षक– सदस्य सचिव; (2) पूर्ववर्ती प्रस्तरों 989 और 990 में उल्लिखित चिकित्सकों और विशेषज्ञ चिकित्सकों की सेवाएँ प्राप्त करने के लिए नियम और शर्तें आदि के बारे में विदित मार्गदर्शन सरकार द्वारा जारी किया जायेगा।
जेल परिसर का निरीक्षण	992. प्रत्येक सप्ताह में कम से कम एक बार चिकित्सा अधीक्षक जेल के प्रत्येक भाग और उसके अहातों का निरीक्षण करेगा और स्वयं को संतुष्ट करेगा कि वहां ऐसा कुछ नही है जिससे बंदियों के स्वास्थ्य को हानि पहुंचाने की संभावना हो। वह विशेष रूप से जल निकास, जलापूर्ति और जल संरक्षण की जांच करेगा और सोने वाली बैरकों, कार्यशालाओं, प्रकोष्ठों आदि की वायु प्रवाह प्रणाली की व्यवस्था संतोषजनक है।

रसोईघरों और राशनों का निरीक्षण	993. चिकित्सा अधिकारी नियमित अंतरालों पर रसोईघरों का निरीक्षण करेगा और ऐसे निरीक्षणों में कच्चे राशनों का परीक्षण तथा पके भोजन की गुणवत्ता और वजन की जांच करेगा।
पृथक और एकान्त परिरोध में कैदी	994. कारागार अधिनियम, 1894 (1894 का अधिनियम संख्या–9) की धारा 29 के अधीन एकान्त परिरोध में रखे प्रत्येक बंदी का चिकित्सा अधिकारी द्वारा प्रतिदिन भ्रमण किया जाना चाहिए।
अस्पताल आदेश पुस्तिका	995. (1) चिकित्साधीक्षक एक ''अस्पताल आदेश पुस्तिका'' बनायेगा, जिसमें वह मेडिकल स्टाफ से सम्बन्धित कर्तव्यों, अस्पताल प्रबंधन, कैदियों के उपचार और अन्य मामलो में अपने दिये गये निर्देशों को दर्ज करेगा। (2) चिकित्साधीक्षक और चिकित्साधिकारी एक जर्नल रखेगें, जिसमें वे अपने द्वारा बंदियों का किये गये भ्रमण, जेल में प्रवेश करने और निकलने का समय, जेल के भाग या बंदियों की श्रेणी जिसका भ्रमण किया गया और जेल में बीमार बंदियों की संख्या का रिकार्ड दर्ज करेंगे। अधीक्षक कारागार के माध्यम से जर्नल उप महानिरीक्षक कारागार को प्रस्तुत किया जायेगा। ऐसा करते समय उनके द्वारा निम्नलिखित का विशेष नोट बनाया जायेगाः– (क) कैदियों के उपचार से सम्बन्धित कोई महत्वपूर्ण घटना; (ख) आंतरिक या वाह्य रोगियों की संख्या में कोई उल्लेखनीय वृद्धि और उसका प्रत्यक्ष कारण;
विशिष्ट उपचार के लिए दवाएं	996. जहॉ बंदी किसी विशिष्ट उपचार से गुजर रहा है और चिकित्साधिकारी या विशेषज्ञ द्वारा लिखी गयी कोई दवा जेल अस्पताल में नहीं है, तो अधीक्षक द्वारा इसे स्थानीय रूप से खरीदा जायेगा।
प्राथमिक उपचार पेटियॉ	997. प्रत्येक जिला जेल में कम से कम तीन और प्रत्येक केन्द्रीय कारागार में कम से कम चार उपयोग के लिए तैयार प्राथमिक उपचार पेटियां होनी चाहिए, जिसमें ऐसे उपकरण होंगे, जो महानिदेशक द्वारा निर्धारित किये जाय। उन्हें उपयुक्त स्थानों जैसे औषधालय के बरामदे, कार्यशालाओं या मुख्य द्वार पर नियत किया जायेगा। चिकित्सा अधीक्षक यह देखेगा कि पर्याप्त संख्या में वार्डरों, दोषसिद्ध वार्डरों ओर दोषसिद्ध ओवरसेयरों ने प्राथमिक उपचार का प्रशिक्षण

	प्राप्त कर लिया है।
अस्पताल के कपड़ों और बिस्तरों की स्वच्छता	998. (1) चिकित्साधीक्षक, अस्पताल के लिए जारी कपड़ों एवं बिस्तरों की स्वच्छता को सुनिश्चित करने के लिए उपाय करेगा और इन वस्तुओं को उबालने, धोने और कीटाणुरहित करने के लिए प्रभावी व्यवस्था बनायेगा। (2) अस्पतालों में प्रयोग की जाने वाली सभी सूती कपड़ों और चादरों की सप्ताह में एक बार धुलाई होनी चाहिए। ऐसी चीजें जैसे ही मूत्र, रक्त या डिस्चार्ज आदि से गन्दे हों, तुरन्त बदल देने चाहिए और उसके बाद जितनी जल्दी हो सके उन्हें धो देना चाहिए। जेलर ऐसे कपड़ों की सफाई और धुलाई के लिए चिकित्सा अधीक्षक को सुविधाएं उपलब्ध करायेगा।
बेड हेड टिकट और तापमान चार्ट	999. (1) चिकित्साधीक्षक अस्पताल में भर्ती प्रत्येक बंदी के लिए तापमान चार्ट और बेड हेड टिकट बनायेगा जिस पर प्रतिदिन लक्षण, उपचार और भोजन के बारे में संक्षिप्त टिप्पण लिखा जायेगा। (2) अस्पताल में बंदियों की संख्या प्रतिदिन बीमारों के अस्पताल रोल रजिस्टर में दर्ज किया जायेगा। उनका उपचार और भोजन बेड हेड टिकट और स्वास्थ्य कार्ड पर रिकार्ड किया जायेगा।

अस्पताल में स्वच्छता और अन्य सुविधाएं	1000. चिकित्साधीक्षक देखेगा कि अस्पताल परिसर जितना साफ–सुथरा संभव हो उतना रखा जाय। यदि जल उपलब्ध हो तो एक फूल के उद्यान का अनुरक्षण किया जाये।
व्हील चेयर और स्ट्रेचर	1001. जेल में प्रत्येक अस्पताल को पर्याप्त संख्या में स्ट्रेचर और व्हील चेयर उपलब्ध कराये जाने चाहिए।
रात में अनुचरों की आवश्यकता वाले रोगी	1002. चिकित्साधिकारी उन सभी बीमार बंदियों, जो अस्पताल वार्ड में अपनी बीमारी की गंभीर प्रकृति के कारण अनुचर और नर्स की रात में आवश्यकता रखते हैं, उन्हें उपलब्ध करायेगा।
दोस्तों या सम्बन्धियों की विशिष्टियों का रिकार्ड	1003. जब कोई बंदी गंभीर रूप से बीमार है तो चिकित्साधीक्षक या चिकित्साधिकारी उसके नजदीकी रिश्तेदारों या मित्रों के नाम पते और मोबाइल नम्बर की पूछताछ करेगा और प्रस्तर–64 और 612 के प्रयोजनों के लिए इसे नोट करेगा।
उपचार के लिए बाहरी अस्पतालों में भेजना	1004. (1) जेल के चिकित्साधीक्षक की सलाह पर और मुख्य चिकित्साधिकारी के अनुमोदन और उसके बाद परिक्षेत्रीय उप महानिरीक्षक कारागार की संस्तुति के उपरान्त अधीक्षक कारागार किसी बंदी को जो ऐसी बीमारी से जूझ रहा हो, जिसका इलाज जेल अस्पताल में उचित रूप से नहीं हो रह सकता है या किसी शल्य क्रिया की आवश्यकता है, जो जेल अस्पताल में नहीं की जा सकती तो, स्थानीय सरकारी अस्पताल या राज्य में किसी अन्य चिकित्सा केन्द्र पर भेज सकता है। तथापि यदि ऐसा बंदी किसी सक्षम चिकित्साधिकारी द्वारा उसे ऐसे अस्पताल से किसी उच्च अस्पताल के लिए संदर्भित

	करता है तो नई अनुमति अपेक्षित नहीं है। यदि किसी बंदी को राज्य के बाहर किसी अस्पताल या चिकित्सा केन्द्र भेजना हो तो महानिदेशक (कारागार) की अनुमति प्राप्त की जायेगी। यदि जेल चिकित्साधीक्षक की यह राय है कि उप महानिरीक्षक (कारागार) की अनुमति प्राप्त करने में होने वाला विलम्ब बंदी के जीवन को खतरे में डालेगा या उसके स्वास्थ्य को बुरी तरह प्रभावित करेगा तो उस बंदी को जेल से बाहर अस्पताल में भेजा जा सकता है। इस प्रभाव की सूचना अनिवार्य रूप से सम्बन्धित न्यायालय को (विचाराधीन बंदियों के मामले में) और उप महानिरीक्षक जेल को प्रेषित की जायेगा। औपचारिक स्वीकृति बाद में ली जायेगी। (2) मुख्य चिकित्साधिकारी, तथापि बंदियों को संस्थान से बाहर भेजने के लिए अनुमति देने में अधिकतम संभव सावधानी का प्रयोग करेगा। (3) एक बंदी को जिला अस्पताल या अन्य उच्च चिकित्सा केन्द्र तब तक नहीं भेजना चाहिए जब तक कि उन्हें वास्तविक रूप में शल्य क्रिया या उपचार या चिकित्सीय जॉच की आवश्यकता न हो। (4) अधीक्षक कारागार जब बंदी को भेजेगा तो अस्पताल प्राधिकारियों को सूचित करेगा कि वह अब भी अभिरक्षा में है। (5) जब एक बंदी किसी वाह्य चिकित्सा केन्द्र पर भेजा जाता है, तो अधीक्षक के अनुरोध पर पुलिस अधीक्षक उस बंदी के अनुरक्षण तथा निगरानी के लिए रक्षक दल की तैनाती करेगा। (6) जहॉ तक संभव हो, वाह्य अस्पताल के एक कक्ष को बंदी कक्ष घोषित किया जाएगा। सुरक्षा कार्मिकों का एक दल उस बंदी कक्ष की सुरक्षा के लिए तैनात किया जायेगा। (7) जब उच्च उपचार के लिए भेजा गया बंदी उस दिन राज्य के उस चिकित्सा केन्द्र में प्रवेश नहीं पाता है तो बंदी को नजदीकी जेल में रखा जाना चाहिए, जैसा कि सम्बन्धित परिक्षेत्र के उप महानिरीक्षक (कारागार) निर्धारित करें। अनुरक्षण का कार्य पैतृक(मूल) जेल का होगा। (8) अधीक्षक स्वयं या अपने अधीनस्थ अधिकारियों के माध्यम से अस्पताल में भर्ती बंदी की सुरक्षा और उसकी प्रगति की समय–समय पर पूछताछ करेगा। यह महत्वपूर्ण है कि पलायन और अवचार को रोकने के लिए बंदी को वाहय अस्पताल या अन्य उच्च चिकित्सा केन्द्र में वास्तविक आवश्यकता से अधिक समय तक नहीं रखना चाहिए और उपचार के बाद शीघ्र ही उसकी जेल वापसी का प्रबन्ध करना चाहिए। उसके बाद वह आवश्यकतानुसार स्वास्थ्य लाभ के लिए जेल अस्पताल में भर्ती किया जा सकता है। (9) यदि कोई बंदी किसी वाहय अस्पताल में सात दिन से अधिक तक भर्ती रहता है और पर्याप्त कारण मौजूद न हों, तो अधीक्षक कारागार उस जिले के जिला मजिस्ट्रेट से जहॉ जेल स्थित है, से अस्पताल में बंदी के रूकने की आवश्यकता को सुनिश्चित करने के लिए एक मेडिकल बोर्ड का गठन करने के लिए अनुरोध कर सकता है।
बीमारों के परिचारक के रूप में कार्य करने के लिए बंदियों का प्रशिक्षण	1005. चिकित्साधीक्षक अस्पताल में अर्दली के रूप में तैनाती हेतु तैयार करने के लिए बुद्धिमान और दीर्घकालिक सिद्धदोषियों को प्रशिक्षण के लिए चुनेगा।
दुर्बल और स्वास्थ्य	1006. चिकित्साधिकारी सभी बूढ़े और दुर्बल बंदियों, गंभीर रूग्णावस्था के बाद स्वास्थ्य लाभ

लाभ प्राप्त करने वाला गैंग	ले रहे सभी बंदियों या अन्य जिनकी तबियत खराब है, को दुर्बल गैंग में रखेगा। दुर्बल गैंग अस्पताल बाड़े की सीमाओं के अन्दर रखा जायेगा। दुर्बल और स्वास्थ्य लाभ ले रहे गैंग्स को ताला खोलने के बाद कम से कम एक घण्टा और दोपहर में दो घण्टा अतिरिक्त आराम करने की अनुमति दी जायेगी।
दुर्बल और आरोग्य लाभ ले रहे गैंग के लिए कपड़े, आहार और श्रम	1007. दुर्बल, कमजोर और स्वास्थ्य लाभ ले रहे गैंग के बंदियों को ऐसे हल्के श्रम, आहार की अतिरिक्त वस्तुएं और कपड़े दिये जायेंगे जैसा कि चिकित्साधिकारी आवश्यक समझता है। चिकित्साधिकारी दुर्बल गैंग का प्रतिदिन और स्वास्थ्य लाभ ले रहे गैंग्स को सप्ताह में एक बार जॉच करेगा।
कूलर और एम्बुलेंस	1008. (1) गर्मी के मौसम के दौरान अस्पताल वार्ड बैरकों में उचित संख्या में कूलर लगाये जायेंगे। (2) 1000 या अधिक बंदियों की जनसंख्या वाले कारागार में 01 एम्बुलेंस और 2000 या अधिक बंदियों की जनसंख्या वाले कारागार में 02 एम्बुलेंस रखे जायेंगे।
पोस्टमार्टम परीक्षण	1009. मृत्यु के सभी मामलो में मुख्य चिकित्साधिकारी पोस्टमार्टम जॉच करेगा या करायेगा और निर्धारित प्रारूप में मामले की पूर्ण रिपोर्ट और ऐसी जॉच के बाद निर्धारित मृत्यु के कारण को दर्ज करेगा।
अस्पताल रजिस्टर	1010. चिकित्साधीक्षक देखेगा कि निर्धारित अस्पताल रजिस्टर प्रतिदिन लिखे जायेंगे और प्रविष्टियों को शामिल किया जायेगा। वह समयबद्ध रूप से निर्धारित वापसी प्रस्तुत करेगा और महानिदेशक तथा सम्बन्धित न्यायालय द्वारा कारागार के चिकित्सीय प्रशासन के सम्बन्ध में अपेक्षित सूचना उपलब्ध करायेगा।
अत्यधिक मृत्यु रिपोर्ट की जानी चाहिए	1011. जब किसी जेल में किसी एक माह में मृत्यु एक प्रतिशत/प्रतिवर्ष से अधिक बढ़ रही हो तो चिकित्साधीक्षक अधीक्षक के माध्यम से महानिदेशक को एक रिपोर्ट भेजेगा, जिसमें ऐसी बढ़ी मृत्यु के कारण और ऐसे प्रेक्षणों जो उसके द्वारा जोड़े जायं, होंगे। असामान्य मृत्यु की दशाओं में वह एक विशेष रिपोर्ट महानिदेशक के माध्यम से राज्य सरकार को प्रेषित करेगा।

जेल अधिकारियों का उपचार	1012. चिकित्साधिकारी, चिकित्साधीक्षक के निर्देशों के अधीन सभी जेल अधिकारियों और उसके परिवार का उपचार अपनी नियमित ड्यूटी के एक भाग के रूप में करेगा।
रिपोर्ट बुक	1013. चिकित्साधिकारी जेल के चिकित्साधीक्षक के निरीक्षण के समय चिकित्साधीक्षक उसके साथ रहेगा। वह चिकित्साधीक्षक के निर्देशों का पालन करेगा। वह रिपोर्ट बुक में चिकित्साधीक्षक के आदेश के लिए अपने प्रभार से सम्बन्धित सभी महत्वपूर्ण घटनाएं और उसके द्वारा देखी गयी सभी कमियों या अन्य मामलों जो उसने देखे हों और जो बंदियों की स्वच्छता या स्वास्थ्य को प्रभावित करने वाले हों, प्रस्तुत करेगा, जिसमें उसका आदेश अपेक्षित हो।
प्रवेश के समय बंदियों का परीक्षण	1014. नव प्रवेशियों के चिकित्सीय परीक्षण के लिए तैनात चिकित्साधिकारी प्रस्तर–20, 21 और 986 में निर्धारित प्रक्रिया का पालन करेगा किन्तु यह चिकित्साधिकारी का कर्तव्य होगा कि वह चिकित्साधीक्षक के अन्तिम निरीक्षण से अब तक हुई चोटों का रिकार्ड चिकित्साधीक्षक के समक्ष प्रस्तुत करेगा (प्रस्तर–988)

बंदियों का मासिक वजन	1015. सभी जेलों में चिकित्साधिकारी सभी बंदियों के मासिक वजन का पर्यवेक्षण करेगा और प्रत्येक बंदी का वजन उसके हिस्ट्री टिकट पर दर्ज किया जायेगा। वह उन सभी बंदियों, जिनका वजन घट रहा है, की परेड चिकित्साधीक्षक के समक्ष करायेगा।
तेल और मसालों का वजन और भोजन की जॉच	1016. (1) चिकित्साधिकारी, सर्किल के प्रभारी उप कारापाल की उपस्थिति में बंदियों के भोजन के भाग के रूप में प्रयोग किये जाने वाले तेल, नमक और मसालों का वजन करायेगा। वह उन्हें सुबह और शाम के भोजन में भी शामिल करायेगा। (2) चिकित्साधिकारी बंदियों को भोजन देने के पूर्व उसकी जॉच करेगा और प्रतिदिन रिपोर्ट बुक में दर्ज करेगा कि वे अच्छी गुणवत्ता, उचित रूप से तैयार और पकाये गये हैं।
संक्रामक रोग और मृत्यु	1017. (1) चिकित्सा अधिकारी, बिना किसी विलम्ब के जेल में हुई प्रत्येक घटना को तत्काल चिकित्साधीक्षक और अधीक्षक को रिपोर्ट करेगा। (2) चिकित्साधिकारी किसी संदिग्ध महामारी या रूग्वावस्था बीमारी की सूचना चिकित्साधीक्षक को देगा।
बीमार बंदी	1018. (1) चिकित्साधिकारी बीमारी की शिकायत करने वाले बंदियों का तुरन्त निरीक्षण करेगा और उस तरह का उपचार देगा, जैसा कि आवश्यक हो। वह आकस्मिक मामले में तत्काल बैंदी को अस्पताल में भर्ती करेगा और चिकित्साधीक्षक के अगले निरीक्षण में मामले को उसके ध्यान में लायेगा। (2) चिकित्साधिकारी उन बीमार और दुर्बल बंदियों का रिकार्ड बनवायेगा जिन्हें प्रतिदिन अस्पताल जाने की आवश्यकता है और उनकी प्रतिदिन हाजिरी ली जाएगी। वह उसी प्रकार उन बंदियों का रिकार्ड बनायेगा जिनका वजन कम हो रहा है और उनकी उसी प्रकार हाजिरी ली जायेगी जैसे प्रतिदिन अस्पताल आने वाले या नियमित अन्तराल पर अस्पताल आने वालों की बनती है।
अस्पताल में बंदियों की भर्ती और निष्कासन	1019. (1) चिकित्साधिकारी अस्पताल में भर्ती सभी बंदियों की रसीद जेलर को देगा और ऐसे बंदियों को अस्पताल के कपड़े और अन्य उपकरण की सामाग्री आवश्यकतानुसार आपूर्ति करेगा। वह अन्तः रोगियों को सुबह भी और शाम को भी निरीक्षण करेगा। (2) वह अस्पताल से निकाले जाने वाले सभी बंदियों को सीधे जेलर को सौंपेगा और प्रत्येक बंदी के लिए रसीद लेगा। (3) संक्रामक बीमारी के सभी मामले या संदिग्ध मामले तुरन्त अलग किए जाने चाहिए और कठोर अलगाव बनाए रखना चाहिए जब तक कि चिकित्साधीक्षक यह नही समझता कि अब सावधानियों को रोकना सुरक्षित हो गया है। चिकित्साधीक्षक संक्रमित कपड़े, विस्तर आदि को रोगाणुमुक्त करने, साफ करने और उन्हें नष्ट करने के सम्बन्ध में लिखित निर्देश देगा और स्वयं को संतुष्ट करेगा कि उसके द्वारा दिये गये निर्देशों का पालन हो।
कपड़ों को	1020. अस्पताल में भर्ती किसी भी बंदी के जेल के कपड़े , विसंक्रमित किए जाएंगे, उबाले

विसंक्रमित करना	जाएंगे, धोए जाएंगे और मरम्मत किये जाएंगे, उन्हें स्टोर रूम में रखने के पहले।
अस्पताल परिचारक	1021. अस्पताल परिचारक के रूप में तैनात सिद्धदोष चिकित्साधिकारी के तत्काल आदेश के अधीन होगा। वे साधारणतया अच्छे व्यवहार और दीर्घावधि वाले सिद्धदोषियों से विशेष रूप से चयनित किए जाएंगे और इस ड्यूटी के लिए प्रशिक्षित किए जाएंगे। साधारणतया ऐसे परिचारकों का अनुपात 10 बंदियों पर 01 से अधिक नहीं होनी चाहिए।
शल्य क्रिया पश्चात के मामले	1022. चिकित्साधिकारी शल्य क्रिया के पश्चात् के सभी मामलों का निरीक्षण करेगा और यह देखेगा कि मरहम पट्टी साफ है तथा अच्छी गुणवत्ता की और उचित तरह से लगाई गई है।
भोजन की मॉग	1023. चिकित्साधिकारी समय–समय पर दुर्बल, कमजोर और स्वास्थ्य लाभ प्राप्त कर रहे गैंग और उनके लिए आवश्यक राशन और अस्पताल में बंदियों की संख्या दर्शाते हुए भोजन की मांग तैयार कराएगा और जेलर को भेजेगा। वह अनाज स्टोर कीपर राशन प्राप्त करायेगा और इस बात के लिए जिम्मेदार होगा कि गुणवत्ता सही है।
रोगियों के लिए भोजन बनाना	1024. फार्मासिस्ट राशन प्राप्त करने और बीमार बंदियों के लिए भोजन तैयार कराने का जिम्मेदार होगा। तथापि यह अस्पताल की रसोई में किसी अनियमितता के लिए प्रभारी वार्डर को जिम्मेदारी से मुक्त नहीं करता।
चिकित्सीय और पैरामेडिकल स्टाफ की छुट्टी	1025. चिकित्साधिकारी, स्टाफ नर्स, फार्मासिस्ट, नर्सिंग सहायक और लैब टेक्नीशियन और जेलों में सम्बद्ध अन्य स्टाफ बिना चिकित्साधीक्षक और अधीक्षक कारागार की अनुमति के बिना जब ड्यूटी पर तैनात हों, तो जेल परिसर नहीं छोड़ सकते हैं। अधीक्षक अपनी कारागार में सम्बद्ध और तैनात चिकित्साधीक्षक, चिकित्साधिकारियों का आकस्मिक अवकाश स्वीकृत करेगा। तथापि ऐसे मामलो में जबकि बाहर से छुट्टी अवधि में स्थानापन्न की आवश्यकता हो तो छुट्टी स्वीकृत करने के पूर्व चिकित्साधिकारी के मामले में चिकित्साधीक्षक से और चिकित्साधीक्षकों के मामले में मुख्य चिकित्साधिकारी से सलाह ली जायेगी।
चिकित्साधीक्षकों, चिकित्साधिकारियों, फार्मासिस्ट और चिकित्सीय अधीनस्थ	1026. इस मैनुअल में निहित नियमों में अन्यत्र निर्धारित कर्तव्यों और जिम्मेदारियों के अलावा चिकित्साधीक्षक, चिकित्साधिकारी, फार्मासिस्ट और चिकित्सीय अधीनस्थों के सामान्य कर्तव्यों और जिम्मेदारियां निम्नवत् होंगीः– **(1) चिकित्साधीक्षक होगा–** (एक) अस्पताल के प्रभारी। (दो) किसी बंदी के निरीक्षण के लिए उपलब्ध होना जो रूग्णता की शिकायत करता है या जो रूग्ण प्रतीत होता है और उसे अस्पताल में भर्ती करायेगा या चिकित्सीय जॉच के स्थान पर ले जाना। (तीन) अस्पताल में बीमार बंदियों और अस्पताल में दिखाने आये अन्य बंदियों को देखेगा। दवाईयों के वितरण, भोजन और अतिरिक्त आहार का पर्यवेक्षण करेगा। वह अपने आप को संतुष्ट करेगा कि इस सम्बन्ध में उसके द्वारा दिये गये आदेशों का उचित रूप से पालन किया गया है। (चार) सुनिश्चित करेगा कि अस्पताल में फार्मासिस्ट द्वारा सभी दवाईयां उचित रूप से

	व्यवस्थित है, लेबल लगे हैं और सुरक्षित स्थान में रखी गयी हैं। (पॉच) कुँओं और जल आपूर्ति के अन्य स्रोतों की जॉच करना और आपूर्ति किये जा रहे जल की गुणवत्ता में किसी प्रकार के दोष को अधीक्षक कारागार के ध्यान में लाना। प्रत्येक दिन सभी टैंकों और बर्तनों जिसमें पानी संग्रहीत किया जाता है या ले जाया जाता है, की जॉच करना, जब और जैसी आवश्यकता हो जल के नमूने को विश्लेषण के लिए तैयार करना। (छः) विशेषज्ञ चिकित्सकों के निरीक्षण के लिए उचित व्यवस्था करना और विशेषज्ञ चिकित्सकों की सलाह और परामर्श को लागू करने के लिए आवश्यक कार्यवाही करना। **(2) चिकित्साधिकारी होगा–** (एक) अस्पताल में भर्ती बीमार और अस्पताल में दिखाने आये अन्य बंदियों को पूर्वाह्न और लॉकप के समय देखना और दवाईयों के निर्गमन खाना तैयार करने और बीमारों, दुर्बल बंदियों और स्वास्थ्य लाभ ले रहे गैंगों के लिए अतिरिक्त भोजन के सम्बन्ध में चिकित्साधीक्षक के निर्देशों का पालन करना। (दो) अस्पताल के बंदियों को सुरक्षित अभिरक्षा तथा अनुशासन और व्यवस्था बनाने के लिए जिम्मेदार होगा और यह देखेगा कि अस्पताल के वार्ड्स और इमारतों में ताला बंद है और उचित रूप से सुरक्षित है। (तीन) अस्पताल के वार्ड में सभी बैरकों, गोदामों, प्रकोष्ठों, शौचालय आदि की सफाई के लिये खुद को आश्वस्त करेगा। (चार) दवाईयों, शल्य उपकरणों और सभी प्रकार के अस्पताल उपकरणों की सुरक्षित अभिरक्षा के लिए जिम्मेदार होगा। वह दवाई की अलमारी को ताला लगाये रखेगा और विषो को दूसरी ताला बंद अलमारी में रखेगा, जो किसी भी बंदी, उन बंदियों को शामिल करते हुए जो अस्पताल परिचारकों के रूप में कार्यरत हैं, की पहुँच में नहीं होना चाहिए और अलमारी की चाभी अपने प्रभार में रखनी चाहिए; (पॉच) देखेगा कि फार्मासिस्ट और अन्य अस्पताल परिचारक अपने कर्तव्यों का दक्षता से और नियमित रूप से पालन करते हैं; (छः) सभी अस्पताल रजिस्टर को बनवायेगा और सभी मॉगों और वापसी को निर्धारित दिनांक तक तैयार करायेगा और भेजेगा; (सात) प्रतिदिन सभी कार्यशालाओं और कार्यरत गैंग्स का निरीक्षण करते हुए जेल का एक चक्कर लगायेगा और प्रभारी वार्डर से व्यक्तिगत रूप से अपनी सेवाओं की आवश्यकताओं के बारे में पूछेगा। (आठ) शौचालय प्रवाह प्रणाली आदि का निरीक्षण करेगा और सभी स्वच्छता दोषो को नोट करेगा; (नौ) महीने में एक बार जेल अधिकारियों के आवासों का निरीक्षण करेगा और परिणामों को अस्पताल रिपोर्ट बुक में रिकार्ड करेगा।

(दस) सुनिश्चित करेगा कि संक्रामक बीमारी का प्रत्येक संदिग्ध मामले यथा पल्मोनरी ट्युबरकुलोसिस, मलेरिया, वेनेरियल रोग, चर्मरोग जैसे–स्कैबीज, मम्पस, मीजल्स, लेप्रोसी को तुरन्त अलग किया जाएगा और कठोर अलगाव बनाया जाएगा जब तक कि चिकित्साधीक्षक पुनर्विचार नहीं करता कि ऐसी सावधानियों को छोड़ना सुरक्षित है;

(ग्यारह) सफाई, विसंक्रमण या संक्रमित कपड़ों या बिस्तरों को नष्ट करने के सम्बन्ध में चिकित्सीय अधीनस्थों को लिखित निर्देश देगा और स्वयं को संतुष्ट करेगा कि उसका पालन हो रहा है;

(बारह) प्रवेश और स्थानान्तरण के समय बंदियों का परीक्षण;

(तेरह) बीमारी के आधार पर रिहाई की संस्तुति करेगा;

(चौदह) गर्भवती महिलाओं, बच्चों के जन्म और शिशु की देखभाल की व्यवस्था करेगा;

(पन्द्रह) संक्रमण, बीमारी और महामारी के नियंत्रण के लिए कदम उठायेगा।

(क) जब चिकित्साधीक्षक को शामिल करते हुए एक से अधिक चिकित्साधिकारी एक जेल में तैनात है, तो उनकी ड्यूटी और राहत इस तरह से व्यवस्थित की जानी चाहिए कि उनमें से एक हमेशा पूरा दिन जेल में उपस्थित रहे। तथापि लॉकिंग और अनलॉकिंग के बीच एक चिकित्साधिकारी जेल लाईन्स में किसी आकस्मिक या गंभीर मामले को देखने के लिए उपस्थित रहेगा।

(ख) जब केवल एक ही चिकित्साधिकारी है, तो वह पूर्ववर्ती प्रस्तरों में निर्धारित सभी कर्तव्यों का पालन करेगा। उसकी उपस्थिति सुबह 07 बजे से लेकर चिकित्साधीक्षक के भ्रमण तक रहेगी और पुनः 03 बजे से लॉकिंग अप तक रहेगी। वह अन्य समय पर भी, जब उसकी सेवाओं की आवश्यकता हो बंदियों को देखने के लिए तैयार रहेगा। वह जब आवश्यकता होगी व रात्रि में अस्पताल का भ्रमण करेगा और यह सुनिश्चित करेगा कि गंभीर मामलो में इलाज और निर्धारित भोजन उपलब्ध है।

(ग) मानसिक बीमारी का लक्षण दर्शाने वाले बंदियों को, यदि वे खतरनाक और शोर मचाने वाले हों अस्पताल में नहीं रखा जायेगा बल्कि अलग सेल में रखा जाएगा।

(3) फार्मासिस्टः–

फार्मासिस्ट जेल के चिकित्सीय मामलो के सम्बन्ध में चिकित्साधीक्षक और चिकित्साधिकारी के आदेशों के अधीन कार्य करेगा और अन्य मामलों में अधीक्षक और जेलर के आदेशों के अधीन कार्य करेगा। वह चिकित्साधिकारी की दवाओं के वितरण में, तापमान लेने में और बंदियों का वनज लेने में सहायता करेगा। वह करेगा और भी–

(एक) दवाईयों का एक्सपायरी रजिस्टर तैयार करना;

	(दो) जीवन रक्षक दवाओं की किट तैयार रखेगा; (तीन) वितरण के लिए दी गयी खतरनाक और जहरीली दवाओं को सुरक्षित अभिरक्षा में रखेगा; (चार) सिरिंज और अन्य उपकरणों को विसंक्रमित करेगा; (पॉच) चिकित्साधिकारी की अनुपस्थिति में प्राथमिक उपचार उपलब्ध कराएगा और आकस्मिक मामलो को देखेगा; (छः) चिकित्साधिकारी को चिकित्सीय कानून जॉच और उपचार में सहायता करना; (सात) चोटों में टॉका लगाना और पट्टी बॉधना। (आठ) आन्तरिक और वाह्य रोगियों का इलाज जैसी सलाह दी जाय; (नौ) अस्पताल में स्वच्छता सुनिश्चित करना और अपने पर्यवेक्षण में अस्पताल में भर्ती बंदियों का भोजन तैयार कराना; (दस) अस्पताल के उपयोग के लिए कपड़े, बिस्तर और दवाईयों का स्टाक बनाए रखना और बंदियों का वजन लेना; (ग्यारह) ऐसा रिकार्ड और वापसी तैयार करना और रखना जैसा चिकित्साधीक्षक और अधीक्षक कारागार अपेक्षा करे; (बारह) बंदियों के उपचार और जेल अस्पताल के प्रबंधन से सम्बन्धित चिकित्साधिकारी किसी अन्य आदेशों का पालन करना। **नोट–** यदि जेल में एक से अधिक फार्मासिस्ट हों तो चिकित्साधीक्षक और चिकित्साधिकारी यह सुनिश्चित करेगें कि चौबीस घण्टे एक फार्मासिस्ट जेल में उपस्थित रहे। **(घ) चिकित्सीय अधीनस्थ** चिकित्सीय अधीनस्थ जेल के चिकित्सीय कामों में चिकित्साधीक्षक और चिकित्साधिकारी के आदेशो के अधीन कार्य करेंगे और अन्य मामलो में अधीक्षक कारागार और जेलर के आदेशों के अधीन।

अध्याय–43

जेल अधिकारी

बंदियों द्वारा शिकायत	1027. प्रत्येक जेल अधिकारी बंदियों से खुश मिजाजी, मानवता और दृढ़ निष्पक्षता से व्यवहार करेगा और किसी भी शिकायत और समस्याओं को सुनेंगे और रिपोर्ट करेंगे, लेकिन उसी के साथ वह दृढ़ अनुशासन बनाए रखेगा और नियमों और विनियमों का पालन कराएगा।
बंदियों को मारने का प्रतिषेध	1028. कोई जेल अधिकारी किसी बंदी को मारेगा नहीं अन्य जबकि अपने बचाव में कोई अन्य विकल्प न हो या हिंसक उपद्रव को रोकने के अंतिम सहारे के रूप में। किसी भी मामले में उतने बल प्रयोग ज्यादा की अनुमति नहीं होगी, जितना निरपेक्ष रूप से आवश्यकता हो।
बंदियों से अनावश्यक बातों का प्रतिषेध	1029. कोई भी जेल अधिकारी किसी बंदी से बातचीत नहीं करेगा और न ही बंदी की ओर से उसके प्रति दिखाई गयी किसी अनुचित परिचयन की अनुमति दे। स्वयं को या अन्य जेल अधिकारी को देगा और न ही वह अपनी ड्यूटी के बारे या किसी अनुशासन के मामले में या कारागार की व्यवस्था के बारे में वह बंदी से या उसकी सुनवाई सीमा में बात करेगा।
बंदियों के रिश्तेदारों से अन्तरंगता पर प्रतिषेध	1030. जेल अधिकारी बंदियों के दोस्तों और रिश्तेदारों से जेल के बाहर अन्तरंगता बनाने से बचेगें और न ही किसी बंदी, अभियुक्त या उसके रिश्तेदार या मित्र के घर जायेंगे।
व्यापार आदि में शामिल होने पर प्रतिषेध	1031. कोई जेल अधिकारी अपनी वैध ड्यूटी के अलावा प्रत्यक्षतः अप्रत्यक्षतः कोई अन्य वाणिज्य, व्यापार या रोजगार नहीं करेगा।
ठेकेदारों से व्यवहार रखने और उपदान अथवा उपहार आदि लेने पर प्रतिषेध	1032. कोई भी अधिकारी प्रत्यक्ष या अप्रत्यक्ष रूप से जेल में आपूर्ति होने वाली किसी वस्तु के करार या संविदा से सम्बन्धित नहीं होगा और वह किसी ठेकेदार या आपूतिकर्ता या कैदी या कैदी का मित्र या जेल के भ्रमण पर आए किसी अन्य व्यक्ति से प्रत्यक्ष या अप्रत्यक्ष रूप से कोई शुल्क, उपदान, उपहार नहीं लेगा।
बंदी या अन्य अधिकारी से सम्बन्ध	1033. यदि किसी जेल अधिकारी की किसी अन्य जेल अधिकारी या कैदी से रिश्तेदारी है या कोई अन्य सम्बन्ध है तो वह तुरन्त इस बात को अधीक्षक कारागार का बताएगा जो ऐसी कार्यवाही करेगा जैसी वह आवश्यक समझे।
पशु रखने की अनुमति	1034. कोई भी जेल अधिकारी बिना अधीक्षक की लिखित अनुमति के किसी जानवर को जैसे–घोड़े, पशु, भेड़ या बकरियां न तो खिलाएगा और न रखेगा और ऐसी स्वीकृति केवल तभी दी जाएगी जब जानवर उसकी स्वयं या उसके परिवार के प्रयोग के लिए हो।
अप्राधिकृत बंदियों के प्रवेश पर रोक	1035. कोई जेल अधिकारी किसी भी व्यक्ति को बिना समुचित प्राधिकार के जेल में प्रवेश की अनुमति नहीं देगा।
जेल आवास	1036. (1) प्रत्येक जेल अधिकारी जिसे आवासीय भवन उपलब्ध कराये गये हैं, उसमें रहेगा और उस सम्पत्ति की सफाई का ध्यान रखेगा। (2) जेल आवास में रहने वाला कोई अधिकारी किसी भी व्यक्ति का जो उसका पारिवारिक सदस्य या रिश्तेदार न हो बिना अधीक्षक की अनुमति के उसे अपने आवास में रात नहीं रूकने देगा।

बाहरी व्यक्तियों और मीडिया से संवाद	1037. (1) अधीक्षक कारागार को छोड़कर कोई जेल अधिकारी जनता या मीडिया या व्यक्ति जो जेल में नियोजित नहीं है से, जेल से सम्बन्धित मामलों में या कोई घटना घटित हुई हो या जेल से सम्बन्धित हो कोई बात–चीत नहीं करेगा। (2) कोई जेल अधिकारी अपनी समस्याओं या किसी दूसरे जेल अधिकारी या अधिकारियों के वर्ग की समस्याओं को मीडिया या अशासकीय अधिकारियों या उस अधिकारी के अतिरिक्त किसी अन्य को उसका मामला व्यवहृत करने के लिए सक्षम है, को रिपोर्ट करेगा।
वरिष्ठ अधिकारियों और निरीक्षण कर्ताओं को सम्मान	1038. प्रत्येक जेल अधिकारी हमेशा अपने से वरिष्ठ अधिकारी के साथ सम्मानजनक व्यवहार करेगा और यह देखेगा कि कैदी जेल का निरीक्षण करने वाले व्यक्ति के प्रति असम्मान प्रदर्शित न करे।
बंदियों का निजी नियोजन और पूर्व सिद्धदोषियों का नियोजन	1039. (1) जेल अधिकारियों को किसी बंदी को प्रत्यक्ष या अप्रत्यक्ष रूप से अपने निजी लाभ या उनके लाभ के लिए नियोजन का निषेध है। (2) कोई जेल अधिकारी अपनी सेवा क्षमता में बिना महानिदेशक की पूर्व अनुमति के किसी पूर्व सिद्धदोषी को नियोजित नहीं करेगा।
अवमुक्त अधिकारी की सूचना	1040. सभी जेल अधिकारी जब ड्यूटी पर हैं तो उन सीमाओं के अधीन रहेंगे जो अधीक्षक कारागार या जेलर द्वारा उनके पद के लिए निर्धारित की है। अवमुक्त होते समय यह उसका कर्तव्य होगा कि वह अपने प्रभाव से सम्बन्धित समस्त महत्वपूर्ण तथ्य और किसी भी बंदी के बारे में दिये गये विशेष निर्देश के बारे में अवमोचक अधिकारी को बतायें।
नियमों और विनियमो की जानकारी	1041. सभी जेल अधिकारी अपने आप को अपने कार्यालय से सम्बन्धित नियमों और विनियमों की जानकारी रखेगा।
पुरूष अधिकारियों का महिला बाड़े में न जाना	1042. (1) कोई पुरूष अधिकारी किसी भी समय महिला बाड़े में प्रवेश नहीं करेगा, जब तक की नियमों में ऐसा करने के लिए प्राधिकृत न हो और एक अन्य पुरूष अधिकारी के साथ जाएगा। (2) महिला हेड वार्डर एवं महिला वार्डर किसी भी पुरूष को महिला बाड़े में जाने की अनुमति नहीं होगी जब तक कि वे उचित प्राधिकार न रखते हों। यदि कोई पुरूष अधिकारी या कोई पुरूष बंदी बिना उचित प्राधिकार के किसी भी समय महिला वार्ड या उसके किसी भाग में प्रवेश करता है या प्रवेश करने का प्रयास करता है तो ड्यूटी पर तैनात महिला हेड वार्डर और महिला वार्डर तुरन्त इसे अधीक्षक या जेलर को रिपोर्ट करेगा।
रात में सेल में प्रवेश का प्रतिषेध	1043. कोई जेल अधिकारी रात में किसी जेल, जिसमें बंदी रहता है, प्रवेश नहीं करेगा जब तक की उसके साथ एक अन्य अधिकारी न हो और वह भी केवल अति आकस्मिकता के मामले में।
निषिद्ध वस्तुओं की संसूचना और जेल में प्रवेश पर रोक	1044. किसी व्यक्ति को किसी बंदी के लिए निषिद्ध वस्तुएं रखने और छिपाने से रोकने के लिए सभी जेल अधिकारी एक सतर्क दृष्टि रखेगें और ऐसी किसी घटना को तुरन्त रिपोर्ट करेंगे। वे किसी भी संदेहजनक व्यक्ति को तुरन्त गिरफ्तार करेंगे और उसे जेलर या अधीक्षक

	के समक्ष लायेगें।
नियमों के उल्लंघन और अवचार की सूचना	1045. अधीनस्थ जेल अधिकारियों अथवा कैदियों द्वारा जेल के किसी नियम या विनियम का जानबूझकर उल्लंघन या अवचार किये जाने की सूचना वह चाहे जैसे उनकी जानकारी में आयी हो, सभी जेल अधिकारी तुरन्त अधीक्षक या अपने से वरिष्ठ अधिकारी को रिपोर्ट करेंगे।

प्रभार रिपोर्ट	1046. जिस दिनांक को वरिष्ठ जेल अधिकारी या चिकित्साधीक्षक आता है या प्रभार ग्रहण करता है, उसकी सूचना तत्काल महानिदेशक (कारागार) को प्रेषित की जाएगी।
ड्यूटी से अनुपस्थित	1047. कोई जेल अधिकारी, जो बीमारी या किसी अन्य कारण से अपनी ड्यूटी करने में असमर्थ है तो तुरन्त ऐसी अनुपस्थिति की सूचना कारणों सहित जेलर को देगा।
रविवारों और अन्य अवकाशों पर छुट्टी	1048. अधीक्षक ऐसे अधिकारियों को छुट्टी प्रदान कर सकता है, जिन्हें रविवार या अन्य अवकाश के दिनों के लिए अतिरिक्त के रूप में रखवा सके। रविवार की छुट्टी पर गये अधिकारियों को शनिवार का लॉकिंग के बाद से आने वाले सोमवार की सुबह तक के लिए अपनी सभी ड्यूटी से छूट रहेगी जबकि अन्य अवकाशों पर छुट्टी लेने वाले अधिकारियों का जेल का लॉकिंग से अनलॉकिंग के बीच की अवधि के दौरान ड्यूटी से छूट मिलेगी।
अनुपस्थिति के दौरान पते की सूचना	1049. जब एक जेल अधिकारी छुट्टी पर जाता है अथवा कार्य स्थल से अनुपस्थित होता है तो वह अपना पता जेल के कार्यालय में छोड़ेगा और अपने पते में किसी प्रकार के परिवर्तन को तुरन्त सूचित करेगा, जब एक अधीक्षक छुट्टी पर जाता है तो वह अपने पते की सूचना महानिदेशक को देगा।
जेल अधिकारियों द्वारा अधिनियम की कुछ धाराओं को नोट किया जाना	1050. सभी जेल अधिकारी अधिनियम की धारा 8, 9, 10, 21, 22, 37, 42, 43 और 54 के प्रावधानों को नोट करेंगे।
जेल अधिकारियों के अधीनस्थ	1051. अधीक्षक कारागार और चिकित्साधीक्षक के अपवादों के साथ जेलर को छोड़कर जेल में नियोजित सभी जेल अधिकारी अधिनियम की धारा, 54 के अधीन जेलर के अधीनस्थ के रूप में होंगे।
प्रतिषिद्ध वस्तुएं	1052. कारागार अधिनियम 1894 (1894 या अधिनियम संख्या–नौ) की धारा, 59 के उपवाक्य (13) और धारा, 03 के उपवाक्य(9) के अधीन राज्य सरकार नीचे विशेषीकृत वस्तुओं को प्रतिषिद्ध वस्तुएं घोषित करती है और जो कोई भी इस नियम के विरूद्ध ऐसी वस्तुओं को जेल में ले जाता है या जेल से ले जाता है या ऐसी वस्तुओं की आपूर्ति जेल की सीमाओं के बाहर किसी बंदी को करता है तो वह अधिनियम की धारा 42 के अधीन दण्ड का भागी होगा। सभी जेल अधिकारी ऐसी किसी वस्तु, जो निम्नवत् हैं, के प्रवेश, निकासी या आपूर्ति को रोकने के सभी प्रयास करेंगेः– (क) किसी भी प्रकार का मादक या खमीर चढ़ा आसव;

	(ख) अफीम, अफीम की तैयारियां या नशीली औषधियां; (ग) धूम्रपान के उपकरण जैसे चिलम आदि; (घ) सभी प्रकार के विस्फोटक या जहरीली वस्तुएं या ज्वलनशील वस्तुएं या विरूपता पैदा करने वाली वस्तुएं; (ङ) बहुमूल्य धातुएं, धन, करेंसी नोट, मूल्यवान प्रतिभूतियां, किसी प्रकार के गहने और आभूषण तथा किसी भी प्रकार की मूल्यवान वस्तुएं; (च) अधीक्षक द्वारा दी गयी अनुमति के अतिरिक्त छपी या लिखी हुई वस्तुएं, पत्र और लिखने और छापने का कोई भी उपकरण; (छ) जेल के अनुशासन और रूटीन में प्रयोग की अनुमति को छोड़कर चाकू, हथियार, रस्सी, डोरी, बॉस, सीढ़ी, छड़ी और सभी प्रकार की अन्य वस्तुएं जो रस्सी, डोरी या जंजीर में बदली जा सकती हैं और पलायन या किसी भी प्रकार के उपकरण बनाने में सहायक हो सकती हैं; परन्तु यह कि जेल में हथियारों के प्रवेश पर प्रतिबन्ध, मंत्रियों, राज्य मंत्रियों, एस0पी0जी0 के सुरक्षा घेरे वाले व्यक्ति के साथ जेल के निरीक्षण पर आने वाले शैडों के मामलों में लागू नहीं होगा; (ज) कोई वायरलेस या संवाद की कोई इलेक्ट्रानिक युक्ति जैसे–मोबाइल फोन, पेजर, इण्टरनेट आदि तथा फोटोग्राफिक और रिकार्डिंग उपकरण उन्हें छोड़कर जिनके आधिकारिक उपयोग की अधीक्षक द्वारा अनुमति प्राप्त हो; (झ) ऐसी वस्तुओं/औजारों को प्राप्त करना या रखना अथवा प्राप्त करने या रखने का प्रयास करना जिनका प्रयोग कैदियों, जेल अधिकारियों या अन्य व्यक्तियों को चोट पहुँचाने में हो सकता है; (ञ) कोई अन्य वस्तुएं जो स्पष्ट रूप से राज्य सरकार द्वारा कैदियों के प्रयोग, स्वास्थ्य, अनुशासन, कपड़े और भोजन के लिए उपलब्ध न करायी गयी हों अथवा ऐसी वस्तुएं जिनके प्रयोग की जेल अधिकारियों या बंदियों के अलावा अन्य व्यक्तियों या कारागार के संबंध में कार्यरत जेल आधिकारियों को अनुमति न हो।
जेल अधिकारियों को अभियोजन या दण्ड का भागी बनाने वाले अपराध	1053. कोई जेल अधिकारी कोई भी निम्नलिखित कार्यों को करने या न करने का दोषी है तो उसे अपने कर्तव्यों का उल्लंघन करने या उपेक्षा करने का जिम्मेदार माना जायेगा और अधिनियम की धारा–54 के अधीन अभियोजन या विभागीय रूप से दण्ड के लिए दायी माना जायेगाः– (क) ड्यूटी पर सोना रात हो या दिन; (ख) सीढ़ियों बॉसों या अन्य कोई वस्तु की सुरक्षित अभिरक्षा की व्यवस्था में उपेक्षा, जो किसी कैदी के पलायन में सुविधा प्रदान करते हैं। औजारों और हथियारों को नियत स्थानों पर न रखकर इधर–उधर छोड़ना या जेल के विनियमों के अधीन उनकी देखभाल में उपेक्षा करना; (ग) किसी अधिकारी या प्राधिकृत व्यक्ति द्वारा जेल के अन्दर या जेल के बाहर कैदियों को

	खुला छोड़ना या किसी बंदी को अपने कार्य या फाइल को अकेले छोड़ना, चाहे कोई बहाना हो; (घ) किसी सेल या मुख्य दरवाजे के ताले को खुला छोड़ना या चाभी को दरवाजे में या इधर–उधर छोड़ना; (ङ) आकस्मिकता को छोड़कर रात में किसी सेल में जिसमें कैदी हों, प्रवेश करना। (च) , अधीक्षक कारागार, चिकित्साधीक्षक या किसी सरकारी निरीक्षणकर्ता से मिलने की किसी कैदी की इच्छा को रिपोर्ट करने में जानबूझकर उपेक्षा करना। (छ) बिना उचित प्राधिकारी की अनुमति के जेल से न जुड़े लोगों को, जेल की दीवार के अन्दर या बाहर कैदी से संवाद करने देना या अपरिचित लोगों को कैदियों की इमारतों में प्रवेश कराना या जब वे काम कर रहे हों या कहीं जा रहे हों तो उनसे मिलाना। (ज) किसी इमारत या किसी कैदी के बंधनों या अपने प्रभार में सौंपी गयी किसी अन्य बंधन की जॉच में उपेक्षा तथा वार्ड, सेल और व्यक्ति या अपने प्रभार में सौंपे गये किसी बंदी की तलाशी में उपेक्षा। (झ) कार्य पर जाते या लौटते समय तथा अधीक्षक द्वारा निर्दिष्ट अन्य समयों पर अपने प्रभार के बंदियों की गणना न करना। (ञ) सक्षम प्राधिकारी द्वारा दिये गये किसी आदेश के पालन में उपेक्षा या जानबूझकर अवज्ञा करना। (ट) शासकीय अभिलेखों, दस्तावेजों या सरकारी सम्पत्ति से छेड़छाड़ या मिलावट करना। (ठ) अधिकारियों या निरीक्षकों से वाद–विवाद या बहस करना। (ड) तुच्छ या झूठी शिकायतें करना। (ढ) जेल कार्मिकों या जेल प्रशासन के विरूद्ध कैदियों या किसी अन्य व्यक्ति के विरूद्ध मिलीभगत करना। (ण) मदिरा या अन्य मनोविकृति पदार्थ से नशे की स्थिति में ड्यूटी पर उपस्थित होना।
आपराधिक वाद में मुक्ति और कुछ मामलो में विभागीय संज्ञान	1054. (1) जब एक अधिकारी आपराधिक न्यायालय में किसी आरोप में अभियोजित किया जाता है और विचारण के बाद गुणदोष के आधार पर निर्दोष घोषित किया जाता है तो निर्णय अंतिम रूप से स्वीकार कर लिया जायेगा और ऐसा अधिकारी यदि अपराध जिसके लिए उसका विचारण हुआ है, दण्ड का अकेला आधार गठित करता है तो विभागीय रूप से दण्डित नहीं किया जायेगा। (2) तथापि यदि ऐसा अधिकारी तकनीकी कारणों से मुक्त किया जाता है या यदि न्यायिक जॉच में पाये गये तथ्य यह स्थापित करते हैं कि उसका आचरण और चरित्र जेल के अधिकारी के रूप में ठीक नहीं रहा है तो महानिदेशक (कारागार) कारणों को अभिलिखित करते हुए उस अपराध या आचरण या चरित्र का विभागीय रूप से संज्ञान लेंगे।

दण्ड	1055. एक जेल अधिकारी अपनी सेवा शर्तों को नियंत्रित करने वाले नियमों याा किसी विधि के उपबन्धों के अधीन रहते हुए यदि किसी समय किसी जेल के नियम के उल्लंघन या कर्तव्यों का उल्लंघन या उपेक्षा अथवा अन्य अवचार का दोषी पाया जाता है, तो वह उत्तर प्रदेश सरकारी सेवक (अनुशासन एवं अपील) नियमावली, 1999 के नियमों के अनुसार वरिष्ठ अधीक्षक/अधीक्षक और महानिदेशक कारागार द्वारा दण्डित किया जायेगा।
सारांश दण्ड	1056. सारांश दण्ड के सभी मामलों में अधीक्षक कारागार अपने आदेश पुस्तिका, दण्ड रजिस्टर के साथ–साथ सम्बन्धित अधिकारी की सेवापुस्तिका में दण्ड को अभिलिखित करेगा तथा दिया गया दण्ड उत्तर प्रदेश सरकारी सेवक (अनुशासन एवं अपील) नियमावली, 1999 के अनुसार होगा।
ऐसे मामलो में प्रक्रिया जो सारांश रूप में व्यवहृत नहीं किये जा सकते	1057. जब अधीक्षक कारागार की यह राय है कि कोई जेल अधिकारी ऐसे अपराध का दोषी है, जिसमें उसे ऐसे किसी पर्याप्त दण्ड से दण्डित नहीं किया जा सकता, जिसके लिए वह सारांश रूप से दण्डित करने के लिए सशक्त है, तो वह पूर्ण जॉच करायेगा और प्रक्रिया का पूर्ण रिकार्ड रखेगा। जॉच उत्तर प्रदेश सरकारी सेवक (अनुशासन एवं अपील) नियमावली, 1999 में विहित प्रक्रिया के अनुसार होगी।

जॉच पूर्ण होने पर प्रक्रिया	1058. पूर्ववर्ती प्रस्तर में संदर्भित जॉच पूर्ण होने के उपरान्त अधीक्षक यदि किसी आरोप को सिद्ध पाता है तो वह या तो– (क) वह उन दण्डों को आरोपित कर सकता है, जो वह नियमों के अधीन देने के लिए सशक्त है; या (ख) मामले को सक्षम प्राधिकारी को संदर्भित कर देगा यदि वह यह समझता है कि जितना देने के लिए वह सशक्त है, उससे अधिक दण्ड दिये जाने की आवश्यकता है। यदि अधीक्षक उपरोक्त (ख) के अधीन कार्यवाही करता है तो वह अपने द्वारा अन्वेषित किये गये तथ्यों सहित आरोप–पत्र और मामले का पूर्ण रिकार्ड सक्षम प्राधिकारी के पास आदेश के लिये भेजेगा।
जब विभागीय कार्यवाही अपर्याप्त समझी जाय तो रिपोर्ट	1059. जब अधीक्षक कारागार की यह राय हो कि कोई अधिकारी ऐसे अपराध का दोषी है, जिसे विभागीय रूप से पर्याप्त दण्ड नहीं दिया जा सकता है तो वह तुरन्त मामले को महानिदेशक कारागार के आदेश के लिए प्रेषित करेगा।
क्षुद्र दुराचार	1060. दण्ड तभी अधिरोपित किये जाने चाहिए जब लोकहित में ऐसा करना आवश्यक हो। क्षुद्र दुराचार जिसमें कोई औपचारिक दण्ड अपेक्षित नहीं है, अधीक्षक की आदेश पुस्तिका के माध्यम से व्यवहृत किया जाना चाहिए।

दण्डों का रिकार्ड	1061. सभी औपचारिक परिनिन्दाएं और अन्य दण्ड सम्बन्धित अधिकारी की सेवापुस्तिका और चरित्र पंजिका में अभिलिखित की जानी चाहिए।
सरकार की हानि की क्षतिपूर्ति	1062. जब सरकार को ही किसी वित्तीय हानि की क्षतिपूर्ति का आदेश होता है तो उसके आधार लिखित में होने चाहिए और सक्षम प्राधिकारी द्वारा विचार किया जाना चाहिए।
निलम्बन के अधीन अधिकारियों द्वारा आवास खाली करना	1063. कोई अधिकारी जो निलम्बन में उसको आवंटित आवास खाली करने और परिसर छोड़ने के लिए कहा जा सकता है तथा अधीक्षक की पूर्व अनुमति के बिना वह जेल परिसर में पुनः प्रवेश नहीं करेगा।
दण्डादेश की प्रति मुक्त में देना	1064. कोई जेल अधिकारी जो प्रस्तर–1055 में वर्णित दण्डों में से किसी दण्ड से विभागीय रूप से दण्डित किया गया है तो वह अधीक्षक या महानिदेशक (कारागार) से दण्डादेश की प्रति मॉग सकता है और अधीक्षक कारागार या महानिदेशक (कारागार) उस व्यक्ति को तुरन्त बिना शुल्क के दण्डादेश की प्रति उपलब्ध करायेगा।
प्रतिकूल प्रविष्टियों की सूचना	1065. अधीक्षक सम्बन्धित अधिकारी को उसकी सेवापुस्तिका में सभी प्रतिकूल प्रविष्टियों की सूचना देगा।
अपील	1066. सभी जेल अधिकारी को महानिदेशक (कारागार) के अलावा अन्य अनुशासनिक प्राधिकारी द्वारा दिये दण्ड की अपील उससे आसन्न वरिष्ठ के समक्ष 02 माह के अन्दर अधीक्षक कारागार के माध्यम से करने का अधिकार है।
राज्य सरकार से अपील	1067. (1) प्रत्येक अधिकारी जो महानिदेशक (कारागार) द्वारा दण्डित किया जाता है, आदेश की प्राप्ति के छः माह के भीतर राज्य सरकार को अपील प्रस्तुत कर सकता है। (2) यदि महानिदेशक (कारागार) दिये गये दण्ड को अपील में बढ़ाता है तो एक अग्रेतर अपील राज्यपाल के समक्ष अपील के लिए विहित अवधि के अन्दर की जा सकती है।
प्रति प्राप्त करने में लगा समय	1068. अपील के लिए निर्धारित समय सीमा में से आदेश की प्रतियों की आपूर्ति में लगे समय को घटा दिया जायेगा।
पुनरीक्षण की शक्ति	1069. राज्यपाल और महानिदेशक (कारागार) किसी मामले से सम्बन्धित रिकार्ड मॅगाने और आदेश का परीक्षण करने का अधिकार स्वयं में सुरक्षित रखते हैं, चाहे ऐसे आदेश की अपील की गयी हो या न की गयी हो और चाहे समय सीमा समाप्त हो गयी हो या न समाप्त हो गयी हो। परन्तु यह कि यदि अधिरोपित दण्ड में वृद्धि का प्रस्ताव हो तो सम्बन्धित शासकीय सेवकको प्रस्तावित दण्ड वृद्धि के विरूद्ध मामला दर्शाने का अवसर दिया जायेगा।
हटाये जाने या बर्खास्त किये जाने पर पुनः नियोजित किया जाना	1070. कोई जेल अधिकारी जो अपनी सेवा से हटा दिया गया हो या बर्खास्त कर दिया गया हो, जेल विभाग में पुर्ननियोजित नहीं किया जायेगा, जब तक की महानिदेशक (कारागार) की अनुमति न प्राप्त कर ली गयी हो, यदि अधिकारी की मौलिक नियुक्ति का अधिकार राज्य सरकार के पास हो तो बिना राज्य सरकार की अनुमति के पुर्ननियोजित नहीं किया जायेगा।

जेल में कुछ पदों पर उपयुक्त पूर्व सिद्धदोष व्यक्तियों का नियोजन	1071. उपयुक्त पूर्व सिद्धदोष जो अपनी कारावास अवधि के दौरान सिद्धदोष अधिकारी के रूप में नियुक्ति हेतु प्रस्तर–194 के अधीन निरर्हित नहीं थे तो ऐसे नियुक्ति के लिए बनाये गये आदेशों और नियमों के अधीन जेल में आंतरिक अनुसेवकों के पद पर नियुक्त किये जा सकते हैं, यदि महानिदेशक कारागार इस बात से संतुष्ट हों कि ऐसा नियोजन उनके सामाजिक और नैतिक पुनर्वासन में सहायक होगा।

अध्याय–44

प्रतिभूति जमा

प्रतिभूति जमा करने से सम्बन्धित नियम	1072. प्रतिभूति जमा करने से सम्बन्धित नियम वित्तीय हस्त पुस्तिका खण्ड पॉच भाग–एक में अंतर्विष्ट किये गये हैं। अधीक्षक उन नियमों और निम्नांकित पूरक नियमों के सख्त निरीक्षण के लिए जिम्मेदार होंगे।
प्रतिभूति जमा के पैमाने	1073. निम्नांकित अधिकारियों और उनको जो अस्थायी या स्थानापन्न नियुक्ति हैं, को शामिल करते हुए, जेल स्थापना के सदस्यों, जिन्हें कैश की अभिरक्षा, अन्य मूल्यवान स्टोर सौंपे गये हैं से, पद जिसे वह धारित करते हैं के न्यूनतम मूल वेतन के दोगुने के समतुल्य सिक्योरिटी अदा करना अपेक्षित होगा– (क) जेलर; (ख) डिप्टी जेलर; (ग) औद्योगिक प्रशिक्षक; (घ) फार्मासिस्ट; (ड.) प्रबंधक, उत्तर प्रदेश जेल डिपो; (च) विक्रयकर्ता, जेल डिपो; (छ) स्टोर कीपर, जेल डिपो; (ज) वरिष्ठ सहायक, संपूर्णानन्द जेल प्रशिक्षण संस्थान; (झ) स्टोर कीपर, संपूर्णानन्द जेल प्रशिक्षण संस्थान ;

	(अ) पी0टी0 प्रशिक्षक संपूर्णानंद जेल प्रशिक्षण संस्थान; (ट) लेखाकार; अन्य कोई कारागार स्टाफ, जिसे कैश एवं स्टोर सौंपा गया है; टिप्पणी–स्थानापन्न पदोन्नति के मामलों में प्रोन्नति प्राप्त अधिकारी द्वारा ऐसे मामले में जिस पद पर प्रोन्नति हुई है, हेतु ज्यादा सिक्योरिटी अपेक्षित होती है उससे जो पहले से वित्तीय हस्तपुस्तिका खण्ड–पॉच भाग एक प्रस्तर 63 के नीचे लिखी गयी टिप्पणी 2 के अनुसार अदा की गयी है, से अतिरिक्त प्रतिभूति अदा करना अपेक्षित होगा।
निवेश	1074. कोई जेल अधिकारी जो प्रतिभूति धनराशि किस्तों में जमा करते हैं, अधीक्षक द्वारा पोस्ट आफिस नकद प्रमाण पत्र या किसी राष्ट्रीयकृत बैंक में निश्चित जमा में धन निवेश करने की अनुमति प्राप्त कर सकेंगे, परंतु अपेक्षित संपूर्ण प्रतिभूति धन का कम से कम 25 प्रतिशत सदैव ही पोस्ट आफिस बचत बैंक खाता में उपलब्ध रहेगा।
नकद प्रमाणपत्र और बैंक रसीद	1075. प्रतिभूति में धारित नकद प्रमाण पत्र का मूल्य वह कीमत होगी जिस पर उन्हें खरीदा गया था या प्रतिभूति निविदत्त किये जाने की तिथि पर परिवर्तनीय कीमत की रकम होगी न कि, उनका अंकित मूल्य। नकद प्रमाणपत्र और बैंक के सावधि जमा की रसीदें जो प्रतिभूति के रूप में जमा की गयी हैं, अधीक्षक के नाम पर, उसकी शासकीय क्षमता के अधीन, औपचारिक रूप से अंतरित होंगे।
प्रतिभूति जमा से निकासी	1076. प्रतिभूति जमा की अपेक्षित धनराशि से ज्यादा की धनराशि जो कि ब्याज या अन्य किसी कारण से प्रोद्भूत हुई है की निकासी की अनुज्ञा अधीक्षक प्रदान कर सकेंगे।
पास बुक, नकद प्रमाणपत्र एवं सावधि जमा रसीदों की अभिरक्षा	1077. पोस्ट आफिस बचत बैंक पास बुक, नकद प्रमाणपत्र और बैंक की सावधि जमा रसीद जो प्रतिभूति के रूप में रखी गयी हैं जेल ट्रेजरी चेस्ट में रखी जायेगी और जेलर व्यक्तिगत रूप से उनकी सुरक्षित अभिरक्षा हेतु उत्तरदायी होगा। एक रजिस्टर उनके विस्तृत विवरण सहित जेलर द्वारा अनुरक्षित किया जायेगा।

अधिकारी की सेवानिवृत्ति या मृत्यु पर खातों की चेकिंग	1078. 1. किसी अधिकारी की अधिवर्षता पर सेवानिवृत्ति की तिथि से कम से कम 2 माह पूर्व अधीक्षक एक आसन्न सेवानिवृत्ति की सूचना महानिदेशक को भेजेगा जो विभागीय आडिटर को सेवानिवृत्त की तिथि तक सम्बंधित अधिकारी के लेखा को चेक करने हेतु निर्देशित करेगा। आडिट नोट प्राप्त होने पर महानिदेशक तय करेंगे कि कितने धन की वसूली अधिकारी से की जानी है, यदि कोई हो। यदि आपत्तियां 6 माह के अन्दर तय नहीं हो पाती, महानिदेशक समुचित धनराशि अभिकथित आक्षेप के लिए रोक लेंगे और शेष प्रतिभूति धनराशि को वापस करने का आदेश देंगे। 2. जब किसी अधिकारी की मृत्यु होती है तो समान लाइन्स में एक विशेष लेखा परीक्षा किया जायेगा।

अध्याय–45
जेलर

कार्यकारी अधिकारी	1079. 1. जेलर जेल का मुख्य कार्यकारी अधिकारी होगा और अधीक्षक के आदेशों के अन्तर्गत सम्पूर्ण स्थापना पर, नियंत्रण करेगा; 2. अन्य कार्यकारी अधिकारी डिप्टी जेलर्स हैं; 3. जब एक जेल में एक से अधिक जेलर तैनात हों तो अधीक्षक उनकी ड्यूटियाँ इस ढंग से परिभाषित करेगा कि जिम्मेदारियां निश्चित रूप से तय की जा सकें;
जेल में रात्रि का प्रभार	1080. जेल का एक कार्यकारी अधिकारी (जहाँ तीन से अधिक डिप्टी जेलर तैनात हैं) रात्रि के दौरान 10 बजे से जेल खुलने तक जेल में उपस्थित रहेंगे। वह जेल का सामान्य प्रभारी होगा और अधीक्षक द्वारा निर्धारित समयों के मध्य में जेल का रात्रिगस्त करेगा, रात्रिगस्त के दौरान वह जेल के समस्त हिस्सों का

	मुआयना करेगा। अपनी गस्त की समाप्ति पर वह रात्रि ड्यूटी पुस्तिका में रिपोर्ट अंकित करेगा जिसमें समय जब गस्त शुरू की गयी व समाप्त हुई अंकित करेगा, और असामान्य घटनाएं एवं अन्य महत्वपूर्ण तथ्यों को जो उसकी जानकारी में आये हों, लिखेगा।
स्थापना पर नियंत्रण	1081. प्रत्येक जेल में इसी प्रयोजन हेतु अलग से नामित एक जेलर, कार्यकारी और लिपिकीय स्थापना के कार्यों को संचालित और नियंत्रित करेगा।
रिपोर्ट बुक	1082. 1. जेलर एक रिपोर्ट बुक रखेंगे, जिसमें वह सभी रिपोर्टों और अन्य मामले जो इन नियमों और विभागीय सर्कुलर द्वारा उससे रिकार्ड करना अपेक्षित हैं, तथा जेल प्रशासन से ससक्त सभी महत्वपूर्ण घटनाएं, अभिलिखित करेंगे। रिपोर्ट बुक अधीक्षक के समक्ष प्रतिदिन रखी जायेगी और अधीक्षक उस पर हस्ताक्षर करेंगे। 2. पेज में, शीर्ष पर और नीचे या रिपोर्टों के बीच में कोई स्थान नहीं छोड़ा जायेगा। प्रत्येक रिपोर्ट क्रम में संख्यांकित की जायेगी और प्रत्येक माह की प्रथम दिवस को नवीनीकृत की जायेगी। महत्वपूर्ण रिपोर्टें लाल स्याही से लिखी जायेगी और अधीक्षक उन पर लघु हस्तक्षरित करेंगे और आवश्यक आदेश पारित करेंगे। रिपोर्ट बुक के प्रत्येक पेज में नीचे अधीक्षक लघु हस्ताक्षर करेंगे।
नियमों और विनियमों का ज्ञान	1083. जेलर, कारागार अधिनियम, 1894 (1894 का 9वां अधिनियम) और प्रिजनर्स एक्ट, 1900 (1900 का तीसरा अधिनियम) के साथ–साथ जेल से सम्बन्धित सभी नियमों एवं विनियमों से अपने को अच्छी तरह से परिचित होंगे और उनकी पुष्टि करेंगे। जब किसी जेल में वह प्रथम बार तैनात हों तो वे उस जेल से विशेष रूप से सम्बन्धित सभी आदेशों और विनियमों से स्वयं को दक्ष रखेंगे। जेलर देखेंगे कि सभी अधीनस्थ अधिकारी अपनी ड्यूटी में सम्यक् रूप से अनुदिष्ट हैं और उनका नियमित और दक्षतापूर्वक पालन कर रहे हैं।
जेलर की मुख्य ड्यूटियां	1084. 1. जेलर की मुख्य ड्यूटियां, अधीनस्थ अधिकारियों और बंदियों में अनुशासन बनाये रखना और जेल प्रबन्धन से सम्बन्धित सभी नियमों तथा आदेशों का सख्त प्रवर्तन कराना, है। 2. वह इसके लिए भी जिम्मेदार होगा– (क) सुरक्षा, कस्टडी और अनुशासन पर पर्यवेक्षण करने के लिए; (ख) बन्दियों की देखभाल और कल्याण का पर्यवेक्षण करने के लिए; (ग) कार्मिकों के मामलों, स्टाफ अनुशासन, स्टाफ कल्याण का पर्यवेक्षण करने और संस्थागत प्रबन्धन से सम्बन्धित सभी मामलों में अधीक्षक की सहायता करने के लिए ; (घ) रसोईघर, कैंटीन और अस्पताल का निरीक्षण करने के लिए; (ड) बंदियों के प्रवेश एवं रिहाई के लिए; (च) सुनिश्चित करने के लिए कि बंदी स्वयं से साफ–सुथरे हैं और उनके वस्त्र साफ हैं और वे, केवल उचित संख्या में कपड़े एवं विस्तर, रखते हैं; (छ) प्रत्येक बंदियों की अनिश्चित समयों में विधिवत तलाशी कराने के लिए,

	परन्तु सप्ताह में कम से कम एक बार अवश्य ही; (ज) प्रिजनर्स के श्रम सम्बन्धित प्रत्येक आदेशों का क्रियान्वयन करने के लिए। वह सुनिश्चित करेगा की आवंटित कार्य बंदी द्वारा किया गया है; (झ) वारंट की सुरक्षित अभिरक्षा के लिए और कि कोई बंदी अधिक बय नहीं है; ( ) अधीक्षक द्वारा पारित आदेशों के पालन के लिए;
जेलर की अन्य ड्यूटियाँ	1085. अधीक्षक की निम्नांकित ड्यूटियाँ एवं शक्तियाँ, अधीक्षक के आदेश एवं नियंत्रण के अंतर्गत जेलर द्वारा प्रयोग की जा सकेंगी :– (क) न्यायालय के आदेश के अधीन बंदियों की रिहाई; (ख) समस्त वार्ड्र्स को दो दिन तक आकस्मिक अवकाश की स्वीकृत; (ग) सामान्य साक्षात्कार एवं पत्रों का अनुदान; (घ) 500 रु0 से अनधिक भुगतान आदेशों को जारी करना; (ड) अन्य ऐसी ड्यूटियाँ एवं शक्तियाँ जो कि इन नियमों के अधीन अधीक्षक द्वारा उसे प्रत्यायोजित किये गये हो;
अनुपस्थितों के लिए इंतजाम	1086. जेलर, किसी अधीनस्थ अधिकारी जो अपनी ड्यूटी से अनुपस्थित हैं, की ड्यूटियों के कुशल निर्वहन का इंतजाम करेंगे, और अपनी रिपोर्ट बुक में ऐसी अनुपस्थिति के तथ्यों तथा अपने द्वारा किये गये इंतजाम को अभिलिखित करेंगे।
वार्डर गार्ड्स की तैनाती	1087. जेलर, वार्डर गार्ड्स की तैनाती का नियंत्रण एवं पर्यवेक्षण करेंगे, वह अनिश्चित अंतराल में गार्डों को उनकी पोस्टों पर निरीक्षण करेंगे, और अपने को संतुष्ट करेंगे कि संतरी सम्यक् रूप से नियुक्त हैं और सतर्क हैं, तथा अपने परिभ्रमण को सम्यक् तरीके से अंजाम दे रहे हैं।
वार्ड्र्स ड्यूटियों का परिवर्तन	1088. जेलर साधारणतयः वार्ड्र्स की ड्यूटियां जैसा कि प्रस्तर 1129 में विहित है, पाक्षिक परिवर्तन करेंगे। यदि किसी कारणवश, किसी वार्ड्र की ड्यूटियाँ परिवर्तित नहीं की गयी है, तो जेलर अपनी रिपोर्ट बुक में अधीक्षक के सूचनार्थ, कारणों को रिकार्ड करेंगे।
वार्ड्रों का राहत दल	1089. जेलर देखेंगे कि वार्ड्रों के सभी राहत दल मिलिट्री यथार्थता के साथ जेल में प्रवेश करेंगे एवं छोड़ेंगे। वह सप्ताह में कम से कम एक बार अनिश्चित समयों में वार्ड्रों की तलाशी करायेंगे और परिणाम अपनी रिपोर्ट बुक में अभिलिखित करेंगे।

अनलॉकिंग और लॉकिंग के समय उपस्थिति	1090. प्रिजनर्स की अनलॉकिंग और लॉकिंग के समय जेलर उपस्थित रहेंगे और पर्यवेक्षण करेंगे।
श्रम का वितरण	1091. प्रातःकाल में, सिद्धदोष को श्रम वितरण का अधीक्षण जेलर करेंगे। श्रमिकों की मध्याह्न गिनती का पर्यवेक्षण किसी कार्यकारी सदस्य या अन्य स्टाफ द्वारा, उसके आदेशों के अंतर्गत, किया जायेगा।
जेल और इसके अहाते का दौरा	1092. जेलर प्रतिदिन जेल के प्रत्येक भाग, सेल्स, बैरकों, यार्ड, वर्कशाप इत्यादि को सम्मिलित करते हुए, दौरा करेंगे, और स्वयं को संतुष्ट करेंगे कि सब कुछ साफ–सुथरा एवं व्यवस्थित है। वह जेल में प्रत्येक बंदी को प्रतिदिन कम से कम एक बार अवश्य देखेंगे।

काम पर बंदियों की जांच	1093. जेलर कार्य के घण्टों में बंदियो की संख्या की जांच करेंगे और देखेंगे कि वह कार्य पर लगातार रखे गये हैं और आवंटित टास्क उनके द्वारा पूरा किया जा रहा है।
हथियारों एवं गोला बारूद की देख–रेख	1094. जेलर हथियारों एवं आयुध संभार की सुरक्षित अभिरक्षा के लिए, विशेष देख–रेख करेंगे।
पलायन की रोकथाम एवं बंदियों की सुरक्षित अभिरक्षा	1095. 1. पलायन को रोकने के क्रम में जेलर, जेल की सभी नालियों एवं बैरकों की जालियों का परीक्षण विशेषतया इसी प्रयोजन हेतु विस्तारित किये गये हेड वार्ड्र या वार्ड्र से प्रतिदिन करायेगा और अपनी रिपोर्ट बुक में उनकी स्थिति की रिपोर्ट अंकित करेगा। 2. जेलर निगरानी करेंगे कि प्लैंक, सीढ़ी, रस्सा और अन्य कोई सामग्री जो पलायन में सहायक हो, सुरक्षित अभिरक्षा में रखी गयी है और बंदियों की पहुँच से बाहर है। यह निगरानी करने के लिए कि सेल्स, बैरकों, यार्ड, वर्कशाप इत्यादि की सुरक्षा हेतु आवश्यक सभी साधन योजित किये गये हैं के लिए वह उत्तरदायी होगा। 3. यह निगरानी करने के लिए कि बंदियों की सुरक्षित अभिरक्षा को प्रभावित करने वाले सभी आदेशों को उसके अधीनस्थों द्वारा समझा जाता है और पालन किया जाता है, जेलर व्यक्तिगत जिम्मेदार होंगे। इस सम्बन्ध में अध्याय 33 में अंतर्विष्ट नियमों की ओर भी उसका ध्यान आकृष्ट किया जाता है।
वाह्य कार्यरत गैंगों का दौरा	1096. जेलर प्रतिदिन अनिश्चित समयों में एक या अनेक बार जेल के बाहर कार्य कर रहे सिद्धदोषियों के प्रत्येक गैंग का निरीक्षण करेगा और अपने को संतुष्ट करेगा कि ऐसे सिद्धदोषियों की सुरक्षा एवं निगरानी से सम्बन्धित सभी नियमों पर सम्यक् ध्यान दिया जा रहा है और अपनी रिपोर्ट बुक में अपने निरीक्षण का समय एवं परिणाम की टिप्पणी अभिलिखित करेगा।
जेल अधिकारियों के बीच में रुग्णता	1097. जेलर जेल अधिकारियों के बीच में रुग्णता के सभी मामलों की रिपोर्ट बिना विलंब के अधीक्षक को करने के लिए, जिम्मेदार हैं।
अस्पताल कर्मचारियों के ऊपर प्रशासनिक नियंत्रण	1098. चिकित्सा अधिकारी और चिकित्सा अधीनस्थ, सभी मामलों में जो तत्कालिक और प्रत्यक्षता, बीमार की चिकित्सीय उपचार से सम्बन्धित न हो, जेलर के आदेशों के विषयान्तर्गत होंगे।
भवनों का पर्यवेक्षण	1099. जेलर यह देखने के लिए जिम्मेदार होंगे कि जेल के सभी भवन मरम्मत की पूरी स्थिति में रखे गये हैं। वह सभी भवन संचालन प्रक्रिया का पर्यवेक्षण करेगा।
बांट एवं माप की जांच	1100. प्रत्येक महीने में एक बार, जेलर इन्चार्ज सभी बांटों और दूसरी मांपों जो गोदामों, रसोईघरों इत्यादि में प्रयोग की जा रही हैं का परीक्षण करेगा, और ऐसे परीक्षण का परिणाम अपनी रिपोर्ट बुक में दर्ज करेगा। कोई बांट या माप जो मानक स्तर से कम पाये जाने पर, अधीक्षक के आदेश से अनुपयोगी घोषित किये जायेंगे और उसकी उपस्थिति में नष्ट कर दिये जायेंगे।
गर्मी में मिट्टी के घड़ों का प्रावधान	1101. जेलर की यह ड्यूटी होगी कि वह निगरानी करे कि रात्रि में बंदियों के उपयोग हेतु शीतल जल उपलब्ध कराने के लिए, गर्मी के मौसम में पानी से भरे मिट्टी के घड़े या अन्य व्यवस्थाएं, पर्याप्त संख्या में रात्रि के दौरान प्रत्येक बैरक

	में विधिवत प्रदान की गयी हैं।
बर्तनों की सफाई	1102. जेलर यह निगरानी करेंगे कि बन्दी अपने बर्तन साफ और चमकीले तथा जंग के सभी लक्षणों से मुक्त रखें।
बगीचे की देखरेख और रखरखाव	1103. नियमों के अनुसार जेल बगीचे की देखरेख और रखरखाव को जेलर अपना व्यक्तिगत ध्यान देंगे और देखेंगे कि बंदियों के भोजन और चारे की फसल उगाने के प्रयोजन हेतु सभी भूमि जो उपलब्ध है, का प्रयोग इसी प्रयोजन हेतु किया जा रहा है।
प्रवेश एवं रिहाई की प्रवृष्टियों इत्यादि की जांच	1104. प्रवेश एवं रिहाई के कार्य के प्रभारी अधिकारी द्वारा निर्मित गणना, प्रवृष्टियों और विवरणियों, इत्यादि, की जांच, जेलर सावधानीपूर्वक करेंगे।
जेल के अभिलेखों वारंटों, इत्यादि की सुरक्षित अभिरक्षा	1105. जेलर, कारागार अधिनियम, 1894 (1894 का 9वां अधिनियम) की धारा 18 द्वारा अपेक्षित अभिलेखों, प्रतिबद्धता (कमिटेड) वारंटों और अन्य दस्तावेजों, तथा धन हेतु एवं अन्य सामग्रियॉ जो बंदियो से ली गयी है, की सुरक्षित अभिरक्षा हेतु जिम्मेदार होंगे। यह तथ्य कि वारंटों या अन्य अभिलेखों या रिकाड्र्स किसी डिप्टी जेलर या अन्य अधीनस्थ अधिकारी के सीधे प्रभार में रखे गये हैं, इस प्रस्तर के अधीन जेलर को उसके सामान्य उत्तरदायित्व से अवमुक्त नहीं करेगा।
फोटोग्राफ इत्यादि लेने में पुलिस को सहायता	1106. जेलर और अन्य जेल कार्यकारी अधिकारी, बन्दी शिनाख्त अधिनियम, 1920 (अधिनियम संख्या 43 सन् 1920) के प्राविधानों, और उनके अंतर्गत जारी नियमों के अधीन बंदियों की माप लेने या बंदियों की फोटोग्राफ लेने के प्रयोजनार्थ विधिवत प्रतिनियुक्त किये गये पुलिस अधिकारियों को युक्त–युक्त सहायत प्रदान करेंगे। इस नियम के अंतर्गत निर्दिष्ट फोटोग्राफ साधारण पोषाक जिसे बंदी सजा दिये जाने के पूर्व पहनने का आदी था, में ली जायेगी। जब फोटोग्राफ लिया जा रहा हो, सिद्धदोषी को अपना रूप बदलने की अनुमति नहीं दी जायेगी।
अधीक्षक को निश्चित मामलों की सूचना	1107. जेलर, न्यायालय से, मजिस्ट्रेट से, या पुलिस से, किसी भी बंदी के चरित्र से सम्बन्धित उन्हें प्राप्त प्रत्येक सूचना की प्रकृति से, अधीक्षक को सूचित करेंगे, और अधीक्षक द्वारा ऐसे बंदी की सुरक्षा के लिए निर्दिष्ट की जा सकने वाली ऐसी सावधानियों को ध्यान से परीक्षण करेंगे।
बंदी अधिकारियों के पदों हेतु और वाह्य श्रम हेतु सिद्धदोष की पात्रता	1108. सभी सिद्धदोषी जो बंदी अधिकारी के पद पर नियुक्त हेतु प्रस्तावित हैं, की पात्रता का जेलर सत्यापन करेंगे। वह यह सत्यापन वर्गीकरण स्लिपों, वारंटों और अन्य अभिलेखों जो उपलब्ध हो सकेंगे के सावधानीपूर्वक परीक्षा द्वारा करेंगे। वह जांच करेंगे और प्रमाणित करेंगे कि वाह्य श्रम हेतु चयनित सिद्धदोष सभी तरीके से ऐसे श्रम हेतु पात्र हैं। सिद्धदोष वार्ड्रों के पद पर नियुक्त हेतु प्रस्तावित सभी सिद्धदोष या वाह्य श्रम हेतु प्रस्तावित सभी सिद्धदोष के नामिनल रोल जो महानिरीक्षक को प्रस्तुत किये गये हैं, की जेलर द्वारा संवीक्षा की जायेगी और हस्ताक्षरित किया जायेगा।
सामानों एवं पदार्थों की खरीद	1109. जेलर, जेल में उपभोग के लिए अपेक्षित सामानों और पदार्थों के सभी मांगपत्रों की संवीक्षा करेंगे, और जेल के सभी विभागों में खर्च में ऐसी मितव्ययता जो दक्षता में असंगत न हो, हेतु अधिकतम सतर्कता का प्रयोग करेंगे। वह देखेंगे कि प्रत्येक केस में खरीददारी से पूर्व जहाँ सम्यक् मंजूरी नियमों के अधीन

	आवश्यक है, विधिवत प्राप्त कर ली गयी है।
स्टोर एवं पदार्थों के लिए दायित्व	1110. जेलर और अन्य अधिकारी अपने भारसाधन के सभी स्टोरों और पदार्थों के लिए उत्तरदायी होंगे।
जेलर की अनुपस्थिति के दौरान जेल का भारसाधन	1111. किसी भी उद्देश्य से, जो कुछ भी हो, जेल परिसर छोड़ने से पूर्व, जेलर, जेल का प्रभार उपस्थित अगले वरिष्ठ अधिकारी को सौंप देंगे, और तथ्य की प्रविष्टि अपनी रिपोर्ट बुक में करेंगे। भारसाधन प्राप्त करने वाला अधिकारी इस प्रविष्टि को प्रति हस्ताक्षरित करेगा।
भार साधन पर सम्पत्ति एवं स्टोर की सूची का बनाया जाना	1112.जब जेलर अपनी ड्यूटियों का भार साधन इस्तीफा, निलंबन, स्थानांतरण, डिस्चार्ज या अन्य पर, कर रहा हो, सभी सम्पत्तियों, स्टोर, इत्यादि जो उसके तुरन्त प्रभार में हैं, की एक सूची निर्धारित प्रोफार्मा में बनायेगा जो स्वयं उसके द्वारा और अधिकारी जिसने उसे मुक्त किया है द्वारा हस्तक्षरित होगी, और जेल रिकार्ड के साथ रखी जायेगी। अधीक्षक सूची की यथार्थता से स्वयं को संतुष्ट करने के बाद इसे प्रतिहस्ताक्षरित करेगा, और सूची की प्रतियॉ मुक्त एवं मोचक अधिकारियों को दी जायेगी। जेलर की मृत्यु की दशा में, सूची अधीक्षक द्वारा या अधीक्षक के निर्देशों के अधीन बनायी जायेगी। सभी स्टोरों, अनाज स्टोर को सम्मिलित करते हुए, की अवश्य ही सावधानीपूर्वक गिनती की जायेगी और भार लिया जायेगा तथा मोचक अधिकारी द्वारा जाँच की जायेगी। आयुध संभार का भण्डार जैसा कि आयुध संभार में दर्शाया गया है और फायर किये जा चुके खाली खोखों जो भण्डार में हैं, से तुलना की जायेगी। यह भी देखा जायेगा कि क्या आयुध संभार का भण्डार प्रस्तर 1197 में विहित स्केल के अनुसार है।
रिवाल्वर या पिस्टल के लाइसेंस के लिए पात्रता	1113. समस्त जेलर अपनी सुरक्षा के लिए एक रिवाल्वर या पिस्टल के लाइसेंस के पात्र हैं, यदि वे आवेदन करते हैं। ऐसे पिस्टल या रिवाल्वर के सम्बन्ध में लाइसेंस शुल्क के भुगतान से उन्हें छूट दी गयी है।

अध्याय–46

डिप्टी जेलर

ड्यूटियों का प्रतिनिधायन	1114. 1. अधीक्षक किसी डिप्टी जेलर को जेलर की समस्त या कोई भी ड्यूटी करने के लिए अधिकृत कर सकेंगे। सम्बन्धित डिप्टी जेलर अपने सौंपे गये प्रभार के संबंध में इस मैन्युअल में उल्लिखित प्रावधानों का कड़ाई से पालन करेंगे। 2. इस मैन्युअल में अन्यत्र वर्णित ड्यूटियों के अतिरिक्त निम्नांकित ड्यूटियां डिप्टी जेलरों को न्यासित की जा सकेगी :– (क) बंदियों के मनोवैज्ञानिक और मानसिक बनावट के अध्ययन करने में और उनके सुधार के लिये उठाये जा रहे कदमों में जेलर की सहायता करना; (ख) अपने प्रभार की सामग्रियों को स्टोर करने और उन्हें जारी करने के लिए जिम्मेदार होंगे; (ग) अनाज, सब्जियों एवं अन्य राशन की सामग्रियों की सफाई और उनकी पिसाई, यदि कोई हो, का पर्यवेक्षण करना (घ) भोजन वितरण में, संवेदनशील तथा मृत्युदण्ड प्राप्त बंदियों की तलाशी में एवं साक्षात्कार में जेलर की सहायता करना; (ड) कृषि कार्य के पर्यवेक्षण में जेलर की सहायता करना; (च) बंदियों की तलाशी, गिनती, तालाबंदी, एवं ताला खोलना और उनके आवास से संबंधित मामलों में जेलर की सहायता करना; (छ) बंदियों एवं स्टाफ के मध्य अनुशासन बनाये रखने की जेलर की सहायता करना; (ज) औद्योगिक प्रबन्धन से संबंधित सभी मामलों में जेलर की सहायता करना; (झ) नगदी के अलावा, बदियों की संपत्ति की अभिरक्षा करना; ( ) सिद्धदोषियों के प्रवेश पर उनके व्यक्तिगत कपड़ों को लेने, और जेल के वस्त्र तथा विस्तर उन्हें जारी करना; (ट) अपने प्रभार के रजिस्टर को निर्धारित प्रारूप में अनुरक्षित करना; (ठ) जेल की वाह्य सुरक्षा का पर्यवेक्षण करना; (ड़) अधीक्षक द्वारा सौंपी गई अन्य कार्यकारी और लिपिकीय ड्यूटियॉ करना; 3. **डिप्टी जेलर का प्रभार हेडवार्ड्र को–** ऐसे मामलों में जब जेल में डिप्टी जेलर के पचास प्रतिशत पद खाली हो, सिवाय, बंदियों की प्रवेश और मुक्ति के, अधीक्षक, किसी हेडवार्ड्र को, डिप्टी जेलर की समस्त ड्यूटियां या कोई ड्यूटी करने को, अधिकृत कर सकेगा।
जेलर की अनुपस्थिति में उसकी ड्यूटियों का प्रभार	1115. किसी जेल में सभी अवसरों पर जब जेलर अनुपस्थित है, वरिष्ठ डिप्टी जेलर, जेलर की ड्यूटियों को निष्पादित करेगा।
प्रवेश एवं रिहाई से संबंधित ड्यूटियां	1116. डिप्टी जेलर जिसे बंदियों के प्रवेश एवं रिहाई से सम्बन्धित कार्य सौंपा गया है, रिहाई की तिथि की सही–सही गणना के लिए जिम्मेदार होंगे, और, 14 वर्षीय नियमों के अधीन और अन्य समान गणनाओं के अधीन नामिनल रोल पंजी प्रस्तुत करने तथा प्रासंगिक रजिस्टरों में प्रविष्टि करने और रोल एवं संबंधित विवरणियॉ, को समयनिष्ठ प्रस्तुत करने हेतु, जिम्मेदार होंगे।
रात्रिगस्त	1117. अधीक्षक के नियंत्रण के विषयान्र्गत, डिप्टी जेलर, जेलर की तरह ऐसे रात्रिगस्त

	करेंगे, जैसा निर्देशित किया जाय।

अध्याय–47

अन्तर्कारा ड्यूटी पर वार्डर

कर्तव्यों का सौंपा जाना	1118. अधीक्षक या जेलर, किसी हेडवार्डर या वार्डर को दिन या रात के किसी समय में कोई भी ड्यूटी पालन करने का निर्देश दे सकेंगे। सामान्तया प्रति 15 दिन में ड्यूटियाँ सौंपी व बदली जायेंगी, यदि आवश्यक समझा जाय तो कभी भी और किसी भी समय बदली जा सकेंगी। अधीक्षक द्वारा एक वरिष्ठ हेडवार्डर को प्रभारी हेडवार्डर की ड्यूटियाँ करने को अधिकृत किया जायेगा।
आदेशों का पालन	1119. प्रत्येक हेडवार्डर या वार्डर अपने से पद में उच्चतर समस्त अधिकारियों के आदेशों का पालन करेंगे
वर्दी शस्त्र एवं साज–सज्जा	1120. समस्त हेडवार्डर एवं वार्डर जब ड्युटी पर हो, अपनी वर्दी पहनेंगे और बैठेगे या लेटेंगे नहीं वे अपनी वर्दी शस्त्र एवं साज–सज्जा साफ–सुथरी एवं अच्छी दशा में रखेंगे। ड्यूटी के भारसाधक हेडवार्डर अपने अधीनस्थ कार्यरत हेडवार्डरों, एवं वार्डरों की दिखावट एवं अनुशासन के लिए उत्तरदायी होंगे तथा किसी भी हेडवार्डर या वार्डर जो शिथिल पाया जाय या अनुचित रूप से वर्दी पहने हो, जबकि ड्यूटी पर हो, की रिपोर्ट करेंगे।
भारसाधक हेडवार्डर की ड्यूटियाँ	1121. भारसाधक हेडवार्डर करेगा– (क) जेलर के आदेशों के अधीन प्रत्येक वार्डर की ड्यूटियाँ एवं उसके पोस्ट की उत्तरदायित्व को स्पष्ट करते हुए, वार्डर की तैनाती करेगा; (ख) अनलॉकिंग में, दोपहर की गिनती में एवं तालाबंदी में तथा प्रातःकाल व दोपहर श्रम वितरण में जेलर की सहायता करेगा; (ग) जेल के अन्दर कार्यरत सभी गैंग्स को अनिश्चित समयों में निरीक्षण करेगा एवं गिनती करेगा, तथा किसी असामान्य घटना की सूचना जेलर को तत्काल देगा; (घ) पूर्वाह्न में एक बार एवं अपराह्न में एक बार महिला वार्डर से सुनिश्चित करेगा कि गिनती सही है और सब कुछ ठीक है; (ड.) मुख्य दीवार को निरीक्षण करेगा एवं स्वयं को संतुष्ट करेगा कि वार्डर एवं सिद्धदोष भोजन वितरण एवं संरक्षण व्यवस्था का का पर्यवेक्षण करेगा; (च) बैरकें जिनमें बंदी निरूद्ध हैं, की ग्रेटिंग्स, दरवाजों एवं अहातों के अन्य खुलने वाले स्थानों को सुरक्षित करायेगा एवं व्यक्तिगत निरीक्षण द्वारा स्वयं को संतुष्ट करेगा कि वे सुरक्षित हैं; (व) समस्त बाहरी गैंग्स का अचानक दौरा करेगा और और प्रतिदिन कम से कम दो बार, एक बार पूर्वाह्न में एक बार अपराह्न में निरीक्षण करेगा एवं प्रत्येक गैंग के बंदियों की गैंग पंजी से गणना एवं जाँच करेगा तथा उनके अंगुष्ठ छाप लेगा। ऐसे जाँच करते समय प्रभारी हेडवार्डर प्रत्येक गैंग के प्रभारी वार्डर के हस्ताक्षर निर्धारित रजिस्टर पर लेगा, एवं उस पर अनुमानित समय प्रत्येक गैंग की अपनी निरीक्षण का अनुमानित समय दर्ज करेगा। प्रत्येक राउण्ड के पूर्ण होने

	पर वह इस रजिस्टर पर हस्ताक्षर करेगा और इसे जेलर के समक्ष प्रस्तुत करेगा, जो कि इस पर हस्ताक्षर भी करेगा। वह अपने राउण्ड के दौरान स्वयं को संतुष्ट करेगा कि वार्डर समस्त बंदियों को अपनी दृष्टिगोचरता के अंतर्गत रखते हैं एवं उन्हें केवल एक प्रकार के श्रम में योजित करेगा, एवं नियमों और विनियमों के किसी अवज्ञा की रिपोर्ट जेलर को करेगा; (ज) ड्यूटी से अनुपस्थितों की रिपोर्ट जेलर को करेगा एवं उनके वापस आने पर उन्हें जेलर के समक्ष प्रस्तुत करेगा; (झ) अकार्यकारी अधीनस्थ स्टाफ, बदियों एवं मुलाकातियों की तलाशी का पर्यवेक्षण करेगा; (अ) गार्ड की पारी परिवर्तन का पर्यवेक्षण; (ट) वार्डर लाइन की सामान्य स्वच्छता के लिए उत्तरदायी होगा, और निगरानी करेगा कि सभी वार्डर उनको प्रदान किये गये क्वार्टर्स में रहते हैं। वह ऐसे वार्डरों की रिपोर्ट करेगा जो बिना अवकाश के स्वयं से अनुपस्थित हैं, या जो रिहा किये जा चुके प्रिजनर्स या प्रिजनर्स के मित्रों एवं परिजनों को अपने क्वार्टरों में रहने या उनमें आने की अनुज्ञा देते हैं।
दिन में कर्त्तव्यस्थ हेड वार्डरों तथा वार्डरों की ड्यूटियाँ	1122. दिन की ड्यूटी मे प्रत्येक हेड वार्डर या वार्डर करेंगे; (क) अपने प्रभार के बंदियों में स्वच्छता, व्यवस्था एवं अनुशासन बनाये रखेंगे; (ख) अपने प्रभार के बंदियों की समय–समय पर गिनती करेंगे और स्वयं को संतुष्ट करेंगे कि ऐसे सभी बंदियों उपस्थित हैं; (ग) प्रभार प्राप्त करते समय या प्रभार देते समय बंदियों के साथ–साथ फैक्ट्रियों, सेल एवं बैरक जिनमें वह निरूद्ध हैं की तलाशी लेगा; (घ) प्रत्येक बंदीकी रिपोर्ट करेगा जिनके बारे में वह समझता हो कि उसने कोई जेल अपराध किया है; (ड.) अपने प्रभार के अहातों की सूक्ष्मतम सफाई बनाये रखेगा और निगरानी करेगा कि नालियाँ, गाद से मुक्त रखी गयी हैं; (च) कोई बंदी जो बीमार प्रतीत होता है या जो बीमारी की शिकायत करता हो, की जानकारी जेलर को देगा, या यदि आवश्यक हो तो उसे अस्पताल भेजेगा; (छ) यदि कोई बंदी लापता है, या यदि कोई अशांति हो जाय, या होना सन्निकट प्रतीत हो तो अपनी सीटी बजाकर तुरन्त अलार्म करेगा; (ज) बंदियों द्वारा पलायन करने, या कोई आक्रमण करने या कोई उत्पात करने, या आत्महत्या का प्रयत्न करने या निषिद्ध वस्तुएं प्राप्त करने के किसी षड्यंत्र की सूचना देगा; (झ) समस्त बाँसों, खम्भों, सीढ़ियाँ, रस्सों, कुओं की गराड़ी एवं अन्य वस्तुएं जिनके किसी बंदी के पलायन करने के लिए उपयोग किये जाने, या पलायन में सुविधाजनक होने की संभावना हो, को हटवायेगा तथा बंदियों की पहुँच से दूर उनके भण्डार तथा रखने के लिए निर्धारित स्थानों में रखवायेगा; (अ) भारसाधक हेड वार्डर को बंदियों की देखरेख एवं कल्याण में सहायता करेगा; (ट) अन्तःवासियों की आदतों एवं व्यवहार पैटर्न का परीक्षण करना और सम्बन्धित अधिकारियों की उक्त की रिपोर्ट करना, अन्तःवासियों को अपनी आदतों एवं मनोदृष्टि में सुधार करने में सहायता करना; (ठ) भोजन वितरण, कैंटीन एवं अन्य सामग्रियों के वितरण में सहायता करना; (ड) प्रकाश व्यवस्था एवं सुरक्षा व्यवस्था में दोषों एवं कमियों की रिपोर्ट करेगा, और बंदियों को दिये गये समस्त सामग्रियों के सम्यक् उपयोग को सुनिश्चित करेगा;
कार्यशालाओं के	1123. कार्यशालाओं के प्रभारी हेड वार्डर या वार्डर यह निगरानी करने के लिए

प्रभारी वार्डर स्टाफ के कर्त्तव्य	उत्तरदायी होंगे कि उनके प्रभार के अंतर्गत सभी बंदियों द्वारा किया गया कार्य गुणों एवं परिमाण में संतोषजनक है। औचार एवं अन्य सम्पत्ति जो कार्यशाला में प्रयोग की जा रही है या रखी है, के सम्यक् देखभाल के लिए वह उत्तरदायी होगा।
अनुतोश	1124. (क) कोई हेड वार्डर या वार्डर अपनी पोस्ट नहीं छोड़ेगा जब तक वह उचित रूप से कार्यमुक्त न कर दिया जाय। उसकी जिम्मेवारियों जब तक वह इस प्रकार कार्यमुक्त न हो जाये जारी रहेंगी। (ख) दिन या रात में कोई भी भारावमुक्त तब तक प्रभावकारी नहीं होगी जब तक प्रभार देने वाले और प्रभार लेने वाले दोनों अधिकारियों तथा कर्तव्यस्थ हेड वार्डर या कोई अन्य अधिकारी जिसे भारावमुक्त के अधीक्षण की ड्यूटी सौंपी गयी है, की उपस्थिति न हो। ऐसा हेड वार्डर या अधिकारी स्वयं को संतुष्ट करेंगे कि टोली पूरी है एवं टोली–पंजी की संख्या से उसकी संख्या मिलती है। वह यह भी निगरानी करेगा कि ग्रेटिंग एवं ताले अक्षुण्ण हैं तथा सभी कुछ सभी प्रकार से सही हैं।
बंदियों के साथ व्यवहार	1125. वार्डर जेल में सम्यक् व्यवहार करेंगे तथा अपने अधिभार के अन्तर्गत बंदियों के साथ दयालुता एवं मानवीय गरिमा का व्यवहार करेंगे। वे समस्त बंदियों के साथ एक समान व्यवहार करेंगे, और गाली–गलौज की भाषा का प्रयोग नहीं करेंगे। वे बंदियों के परिजनों या मित्रों के साथ कोई व्यवहार नहीं रखेंगे।
बगीचे का प्रभार	1126. कोई हेड वार्डर या वार्डर जो बागवानी को समझता हो, के तत्कालिक प्रभार में बगीचा रहेगा। यह वार्डर रात्रि गस्त ड्यूटी से मुक्त होगा।
रात्रि में कर्त्तव्यस्थ वार्डर स्टाफ	1127. रात्रि के समय ड्यूटी के हेड वार्डर एवं वार्डर की कर्तव्यों के लिए अध्याय XXX का संदर्भ लिया जा सकेगा है।

अध्याय–48

चाभियां और द्वारपाल

द्वारपाल	1128. प्रत्येक जेल में दिन और रात सभी समयों में द्वारपाल के रूप में मुख्यद्वार पर हेडवार्डर या वार्डर निरंतर ड्यूटी पर रहेंगे। एक अन्य हेडवार्डर या वार्डर द्वारपाल की सहायता वास्ते तलाशी एवं सुरक्षा सुनिश्चित करने की सुविधा हेतु तैनात किया जा सकेगा। इन्हें अन्य ड्यूटियां भी अधीक्षक या जेलर द्वारा सौंपी जा सकेंगी।
द्वार–पंजी	1129. (क) द्वार–पाल एक द्वार–पंजी का संधारण करेगा जिसमें वह कालानुक्रमिक क्रम में समस्त प्रविष्टियां अंकित करेगा एवं बाद में खाली स्थानों पर मिथ्या प्रवृष्टियां किये जाने को रोकने के प्रयोजन से कोई खाली जगह नहीं छोड़ेगा। (ख) द्वार–पंजी में तिथि आधी रात के समय बदली जायेगी और समय का अंकन 0 से 24 तक अभिलिखित किया जायेगा।
द्वार–पंजी में अभिलिखित किये जाने वाले विषय	1130. द्वार–पंजी मे द्वार–पाल अभिलिखित करेगा : (क) जेल के अंदर जाने वाले और जेल से बाहर आने वाले समस्त व्यक्तियों के नाम, उनके प्रवेश एवं बाहर जाने का समय घण्टा और मिनट के साथ; (ख) समय घण्टा और मिनट में, जिस पर कोई सामग्री जेल के अन्दर जाये या वहाँ से बाहर निकाली जाये, उसके विवरण एवं संख्या या भार, एवं सामग्री के प्रभारी अधिकारी या व्यक्ति के नाम के साथ; (ग) समय जिस पर कोई धन जेल से बाहर ले जाया जाय या जेल के अन्दर लाया जाय, उसके विवरण के साथ; (घ) समय जिस पर जेल को अनलॉकिंग या लॉकिंगअप या आलर्म इत्यादि के लिए घंटी बजायी जाय, लाल स्याही से दर्ज किया जाना चाहिए; (ड़) द्वार–पाल की प्रत्येक भारावमुक्ति का समय, प्रत्येक भारावमुक्ति का ठीक–ठीक समय एवं प्राप्त की गयी चाभियों की संख्या की एक टिप्पणी, प्रभार देने वाले और प्रभार लेने वाले दोनों अधिकारियों के हस्ताक्षर के साथ;
जेल अधिकारी	1131. (अ) जेल में प्रवेश करने वाले या जेल से बाहर जाने वाले जेल अधिकारी अपना

द्वारा द्वार–पंजी में की गयी प्रविष्टियाँ	नाम द्वार–पंजी में लिखेंगे एवं प्रवेश तथा बाहर जाने का समय घण्टा व मिनट के साथ अभिलिखित करेंगे, तथा की–चेस्ट से ली गयी या वापस की गयी चाभियों के किसी गुच्छा की संख्या भी अभिलिखित करेंगे। वे अपना नाम पाठनीय एवं पूरा लिखेंगे। (ब) प्रत्येक भारावमुक्ति के समय ड्यूटी के द्वारपाल, वार्डर, हेडवार्डर, प्रत्येक भारावमुक्ति का सही–सही समय व चाभियों एवं बंदियों की संख्या यदि कोई प्राप्ति की गई है, की एक टिप्पणी, प्रभार देने वाले और प्रभार लेने वाले दोनों अधिकारियों के हस्ताक्षर के साथ, द्वार–पंजी में अभिलिखित की जायेगी।
चाभियों के गुच्छों का निर्गम एवं प्राप्ति	1132. प्रत्येक जेल अधिकारी अपने को द्वार–पंजी में, चाभियों के गुच्छों के समस्त निर्गम एवं प्राप्ति का समय, उस अधिकारी के नाम के साथ जिसको चाभियों का गुच्छा निर्गम किया गया है या जिससे प्राप्त किया गया है, के साथ अभिलिखित करेगा।
की–चेस्ट की चाभी	1133. दिन के समय द्वारपाल की–चेस्ट की सुरक्षित करने वाले ताले की चाभी का भारसाधक होगा। तालाबंदी से अनलॉकिंग तक यह चाभी ड्यूटी के जेलर के भारसाधन में रहेगी।
समस्त बैरकों, इत्यादि, की चाभियां तालाबंदी के पश्चात् की–चेस्ट में रखी जायेंगी	1134. समस्त बैरकों, सेल, गोदामों और कार्यशालाओं की चाभियां तालाबंदी के पश्चात् की–चेस्ट में रखी जायेंगी और जेलर उनकी संख्या का सत्यापन करेगा और अपनी लॉक–अप रिपोर्ट में प्रमाणित करेगा कि समस्त चाभियां सभी अधिकारियों से ठीक से वापस प्राप्त की गयी हैं और कि उन्हें की–चेस्ट में रख दिया गया है।
की–चेस्ट में जमा न की जाने वाली चाभियां	1135. चाभियों की सूची जो अधिकारियों के परिग्रह में रहें और की–चेस्ट में जमा न की जाय तालों एवं चाभियों के रजिस्टर में अलग से दर्ज की जायेंगी।
तालाबंदी के पश्चात् रात्रि तालों की चाभियां जमा की जायेंगी	1136. दिन के समय, रात्रि तालों की चाभियां, रात्रि में तालाबंदी के लिए बक्से में रखी जायेंगी। तालाबंदी के पश्चात् इन चाभियों को की–चेस्ट में जमा कर दिया जायेगा।
दोनों मुख्यद्वारों की चाभियां	1137. द्वारपाल दिन के दौरान दोनों मुख्यद्वारों एवं विकेट के तालों की चाभियां अपने पास रखेगा। जब बंदी रात्रि के लिए ताले में बंद कर दिये गये हैं, द्वारपाल मुख्यद्वार की चाभियां जेलर के हवाले करेगा जो उन्हें की–चेस्ट में ताला बंद करेगा। तालाबंदी के पश्चात्, ताला खुलने तक, केवल विकेट गेट का उपयोग किया जायेगा वाह्य मुख्यद्वार के विकेट की रात्रि के दौरान दो ताले होंगे। एक ताले की चाभी गेटकीपर के अधिकार में रहेगी जबकि द्वितीय ताले की चाभी मुख्य द्वार के बाहर ड्यूटीरत संतरी के पास रहेगी।
सामग्रियों का अन्दर आना एवं बाहर जाना	1138. अधीक्षक या जेलर की अनुज्ञा के बिना द्वारपाल कोई भी सामग्री जेल के अंदर या जेल के बाहर जाने नहीं देगा।
जेल की जनसंख्या का	1139. द्वारपाल द्वार–पंजी में सारणी के रूप में जेल की जनसंख्या का दैनिक विवरण, पिछले दिन के शेष बंदी, जेल में प्रवेशित बंदियों की संख्या एवं रिहा

विवरण	किये गये बंदियों की संख्या या अन्य प्रकार से निस्तारित किये गये बंदियों की संख्या, और दिवस की समाप्ति पर शेष बंदियों को दर्शाते हुए, लिखेगा। ऐसा शेष रात्रि के लिए बन्द किये गये बंदियों की वास्तविक संख्या के अनुरूप होना चाहिए।
द्वार–पंजी की दैनिक जाँच	1140. जेलर द्वार–पंजी की दैनिक जाँच करेगा एवं हस्ताक्षर करेगा।
अधीक्षक द्वारा द्वार–पंजी की परीक्षा	1141. अधीक्षक द्वार–पंजी की परीक्षा सप्ताह में कम से कम एक बार करेगा और निगरानी करेगा कि समस्त प्रविष्टियाँ साफ–साफ लिखी गयी हैं तथा इसके रखरखाव के समस्त आदेशों का यथोचित रूप से पालन किया गया है।
द्वारपाल बिना प्राधिकार के किसी व्यक्ति को प्रवेश नहीं देगा	1142. द्वारपाल ड्यूटी के समस्त जेल अधिकारियों को प्रवेश देगा। वह अन्य किसी व्यक्ति को बिना अधीक्षक या जेलर के प्राधिकार के प्रवेश नहीं देगा।
द्वारपाल समस्त जेल अधिकारियों को जानेगा तथा जेल से बाहर जाने वाले प्रिजनर्स का निरीक्षण करेगा	1143. द्वारपाल जेल के समस्त अधिकारियों के चेहरों से स्वयं को अच्छी तरह से परिचित रखेगा, और समस्त बंदियों जो जेल से बाहर जा रहे हैं के चेहरों एवं दिखावट का, किसी बंदी के छद्म वेश में पालन करने के प्रयत्न को रोकने के क्रम में सावधानीपूर्वक निरीक्षण करेगा।
द्वारपाल द्वारा व्यक्तिगत तलाशी	1144. (1) द्वारपाल निम्नलिखित व्यक्तियों को छोड़कर जेल के अंदर प्रवेश करने वाले और जेल से बाहर जाने वाले प्रत्येक व्यक्ति की अनिवार्य तलाशी लेगा– (क) समस्त संवैधानिक कार्यालय धारक; (ख) अध्यक्ष एवं सदस्य राष्ट्रीय मानवाधिकार आयोग, महिलाओं के लिए राष्ट्रीय आयोग, राज्य मानवाधिकार आयोग एवं माननीय न्यायालय द्वारा नियुक्त कमीशन; (ग) भारत संघ के मंत्रिपरिषद के सदस्यों; (घ) मुख्यमंत्री एवं मंत्रिपरिषद के सदस्य; (ड़) संसद के सदस्यों एवं विधानसभा के सदस्यों या विधान परिषद के सदस्यों; (च) जिला एवं सत्र न्यायाधीश और अधिकारिक निरीक्षण पर सभी अधीनस्थ न्यायिक अधिकारी; (छ) मंडलायुक्त एवं जिला मजिस्ट्रेट; (ज) वरिष्ठ पुलिस अधीक्षक या पुलिस अधीक्षक, केवल जिला जज या जिला मजिस्ट्रेट के साथ संयुक्त निरीक्षण के समय; (झ) अधीक्षक एवं अधीक्षक रैंक से ऊपर के जेल विभाग के अधिकारियों; (ट) केन्द्र एवं राज्य के विभिन्न अधिनियमों के अधीन गठित विभिन्न आयोगों के अध्यक्ष एवं सदस्य; (2) राज्य सरकार, महानिरीक्षक (जेल) या अधीक्षक, विशेष मामलों में या विशेष अवसरों पर किसी व्यक्ति को एक आदेश द्वारा तलाशी से छूट प्रदान कर सकेंगे; (3) किसी भी महिला की तलाशी केवल महिला स्टाफ द्वारा एकांत स्थान पर ली जायेगी जो किसी पुरुष व्यक्ति की उपस्थिति में नहीं होगी।

जेल अधिकारियों तथा अन्य व्यक्तियों की तलाशी	1145. जब द्वारपाल को यह संदेह करने का कारण हो कि कोई जेल अधिकारी या अन्य व्यक्ति, जो तलाशी से मुक्त है अप्राधिकृत वस्तुएं जेल में प्रवेश करा रहा है या हटा रहा है, वह उस व्यक्ति को दोनों द्वार के बीच रोक लेगा एवं अधीक्षक या जेलर या उनकी अनुपस्थिति में ड्यूटी के वरिष्ठ अधिकारी, को सूचना देगा जो, यदि वह आवश्यक समझे तो, सम्बद्ध व्यक्ति की तलाशी करवायेगा या ऐसी अन्य कार्यवाईयाँ करेगा जैसा कि वह आवश्यक समझ सकेगा।
निषिद्ध सामग्रियों के प्रवेश का निवारण एवं दुर्विनियोग	1146. द्वारपाल सभी साधनों द्वारा अपनी शक्ति भर किसी भी जेल संपत्ति के दुर्विनियोग को और अप्राधिकृत या निषिद्ध सामग्रियों के प्रवेश को रोकेगा।
वाह्य गैंग रजिस्टर	1147. द्वारपाल, सभी सिद्धदोष, जिन्हें जेल की दीवाल के बाहर नियोजन हेतु अधीक्षक द्वारा स्वीकृत दी जा चुकी है, के फोटोग्राफ चस्पा के साथ एक रजिस्टर संधारण करेगा।
वाह्य गैंग का बाहर जाना और अंदर आना	1148. जब वाह्य टोली में नियोजित सिद्धदोष जेल से बाहर जा रहे हैं या जेल में अन्दर आ रहे हैं निम्नलिखित प्रक्रिया का अनुसरण किया जायेगा : (अ) जब वाह्य टोली में सिद्धदोष जेल से बाहर जा रहे हैं, द्वारपाल आंतरिक विकेट से सिद्धदोषों को निकालेगा तथा वाह्य एवं आंतरिक गेट के मध्य रास्ते में प्रवेश देगा। इसके पश्चात् वह आंतरिक द्वार पर ताला लगाकर बंद करेगा। इसके पश्चात् सिद्धदोषों को तब तक बैठा दिया जायेगा जब तक पिछले पैराग्राफ में विहित वाह्य टोली रजिस्टर से, इस कर्त्तव्य के भार के लिए नियत जेल अधिकारी द्वारा हाजिरी न ले ली जाय। प्रत्येक टोली के कुल पर अधिकारी द्वारा हस्ताक्षर किये जायेंगे, और द्वारपाल द्वार–पंजी में प्रत्येक टोली में बाहर भेजे गये सिद्धदोषों की संख्या शब्दों में एवं प्रभारी वार्डर का नाम दर्ज करेगा। यह प्रविष्टि प्रभारी वार्डर द्वारा हस्ताक्षरित की जायेगी इसके पश्चात् द्वारपाल वाह्य विकेट को खोलेगा और योग को सत्यापित करने के लिए सिद्धदोषियों के जैसे ही जेल के बाहर आयेंगे उनकी गिनती करेगा। टोली में हुए प्रत्येक परिवर्तन को सम्बन्धित अधिकारी द्वारा वाह्य टोलियों के रजिस्टर में लिखा जायेगा और द्वार–पंजी में द्वारपाल द्वारा अभिलिखित किया जायेगा। (ख) जब वाह्य गैंग्स में दोषी जेल के भीतर आ रहे हो तो द्वारपाल वाह्य विकेट को प्रथमतः खोलेगा एवं वाह्य तथा आंतरिक द्वार के मध्य के रास्ते में गैंग को प्रवेश देगा। इसके पश्चात् वाह्य गेट को ताले से बंद करेगा एवं वाह्य गैंग के रजिस्टर में यथा अभिलिखित प्रत्येक दोषियों के नामों को पुकारेगा। जब गैंग की संख्या सही पायी जाय तो वह आंतरिक विकेट को खोलेगा तथा कुल योग के सत्यापन करने के लिए दोषियों के जैसे ही वे जेल के अंदर जायेंगे उनकी गिनती करेगा।
समुचित अभिरक्षा में प्रिजनर के न होने पर परिरोध	1149. (क) द्वारपाल किसी भी प्रिजनर को जो उसे जेल के बाहर ले जाने के लिए सम्यक रूप से प्राधिकृत किसी जेल क अधिकारी की अभिरक्षा में न हो, जेल के बाहर जाने की अनुमति नहीं देगा।

	(ख) यदि द्वारपाल को विश्वास करने का कारण हो कि कोई प्रिजनर नियमों के प्रतिकूल जेल के बाहर ले जाया जा रहा है, वह उसे निरुद्ध कर लेगा और द्वार–पंजी में टिप्पणी लिखने के बाद मामले की सूचना तुरन्त जेलर को देगा।
द्वारपाल एक समय में केवल एक गेट या विकेट खोलेगा	1150. सभी जेले दोहरे गेट की व्यवस्थायुक्त हैं। द्वारपाल एक समय में केवल एक गेट या विकेट खोलेगा और ऐसा करने से पूर्व अपने को संतुष्ट करेगा कि प्रवेश एवं निकास के अन्य समस्त साधन सुरक्षित हैं। साधारण प्रयोजनों के लिए प्रवेश एवं निकास केवल विकेट रास्ते से ही किया जायेगा।
सिंहद्वार में स्वच्छता एवं व्यवस्था का उत्तरदायित्व	1151. द्वारपाल यह निगरानी करने के लिए उत्तरदायी होगा कि जेल के सामने का हिस्सा, मुख्यद्वार एवं दोनों द्वारों के मध्य का रास्ता साफ और स्वच्छ रखा गया है। वह रास्ते को ऐसे व्यक्तियों या प्रिजनर से जो वहाँ रहने के लिए विशेष रूप से प्राधिकृत नहीं हैं, से मुक्त रखेगा एवं वहाँ पर कार्यरत समस्त व्यक्तियों या निरुद्ध व्यक्तियों के आवागमन पर नजर रखेगा।
द्वारपाल की अभिरक्षा में सामग्रियां	1152. द्वारपाल दोनों द्वारों के मध्य रखी गयी निम्नलिखित सामग्रियों का प्रभारी होगा : (क) घड़ी; (ख) कोषागार तिजोरी; (ग) द्वारपाल की पुस्तक के लिए ताले चाभी सहित स्टैडिंग डेस्क एवं लेखन सामग्रियां; (घ) की–चेस्ट (ड़) रात्रिकालीन तालों का बक्सा; (च) आपातकालीन रस्सी, टार्चें, आपातकालीन लाईट इत्यादि। (छ) आपातकालीन बेड़िया एवं हथकड़ियां जो किसी सुरक्षित स्थान में रखी जायेंगी; (ज) विजिटरों की सूची एवं अन्य व्यक्तियों की सूची जो नियमों के अंतर्गत जेल में प्रवेश हेतु प्राधिकृत हैं या सक्षम प्राधिकारी के आदेशों से प्राधिकृत हैं; (झ) प्राथमिक उपचार बाक्स; और (अ) अधीक्षक द्वारा आदेशित अन्य कोई सामग्री जो द्वार पर रखी जानी हो;
रोशनी	1153. द्वारपाल द्वारों के बीच के रास्ते में, सम्पूर्ण रात्रि, समुचित रोशनी सुनिश्चित करेगा।
कुत्तों को अनुमति नहीं	1154. जेल के आंतरिक द्वार के भीतर किसी कुत्ते को प्रवेश की अनुमति नहीं दी जायेगी। यह निषेद्ध शासकीय या अशासकीय विजिटर्स के साथ–साथ जेल अधिकारियों के कुत्तों पर भी लागू होता है। स्निफर्स डॉग्स (सूँघने वाले कुत्ते) को सुरक्षा एवं अन्य विशिष्ट प्रयोजनों हेतु अधीक्षक द्वारा अनुमति दी जा सकेगी।

अध्याय–49

महिला हेड वार्डर एवं महिला वार्डर

महिला अहाते का प्रभार	1155. प्रत्येक जेल में जहाँ महिला बंदी निरूद्ध हैं एक महिला डिप्टी जेलर महिला अहाते की प्रभारी होंगी। वह अधीक्षक एवं जेलर के पर्यवेक्षण तथा आदेशों के अधीन कार्य करेंगी। उनकी अनुपस्थिति में एक जेलर महिला अहाते की प्रभारी होगी।
रिपोर्ट–पुस्तिका एवं रजिस्टर	1156. महिला अहाते के प्रत्येक भारसाधक अधिकारी एक रिपोर्ट–पुस्तिका रखेंगी जिसमें वह सभी महत्वपूर्ण घटनाएं अभिलिखित करेंगी। वह श्रम रजिस्टर संधारण करेंगी और अपने प्रभार के स्टोर एवं उसके सामानों की सुरक्षित अभिरक्षा के लिए उत्तरदायी होंगी।
महिला हेड वार्डर एवं महिला वार्डर की ड्यूटियाँ	1157. महिला हेड वार्डर या महिला वार्डर महिला बंदियों के लिए चिन्हित किये गये हेड वार्डर एवं वार्डर की ड्यूटियों का पालन करेंगी तथा हेड वार्डर एवं वार्डर से सम्बन्धित समस्त नियम, जहाँ तक लागू हो सकें, महिला हेड वार्डर एवं वार्डर पर लागू होंगे।

भोजन का वितरण	1158. महिला हेड वार्डर या महिला वार्डर महिला अहाते के रसोईघर का सावधानीपूर्वक पर्यवेक्षण करेंगी के साथ ही साथ महिला बंदियों को भोजन वितरण की निगरानी करेंगी और यह देखेंगी कि प्रत्येक प्रिजनर अपना उचित राशन प्राप्त करता है। वह अधीक्षक या जेलर को ऐसी घटना की सूचना देंगी जिसमें भोजन खराब हो, या खराब तरीके से पकाया गया हो, या मात्रा में अपर्याप्त हो।
महिला बंदी की स्कॉर्टिंग	1159. महिला हेड वार्डर या महिला वार्डर महिला अहाते को छोड़ने वाली प्रत्येक महिला बंदी को स्कॉर्ट करेंगी, और बंदी के साथ बनी रहेंगी जब तक बंदी अहाते में वापस नहीं आ जाती या जेल परिसर को छोड़ नहीं देती हैं।
महिला प्रिजनर की तलाशी	1160. महिला हेड वार्डर या महिला वार्डर महिला विजिटरों एवं महिला बंदियों की तलाशी लेंगी। ऐसी तलाशी किसी पुरुष व्यक्ति की उपस्थित में नहीं ली जायेगी।
महिला हेड वार्डर या महिला वार्डर किसी पुरुष को महिला अहाते में प्रवेश की अनुमति नहीं देंगी	1161. (क) महिला हेड वार्डर या महिला वार्डर किसी पुरुष जेल अधिकारी या पुरुष बंदीको महिला अहाते में बिना सम्यक् प्राधिकार के प्रवेश की अनुमति नहीं देंगी। यदि कोई पुरुष जेल अधिकारी या पुरुष बंदी किसी भी समय बिना सम्यक् प्राधिकार के महिला बंदी के अध्यासन के लिए आरक्षित किसी वार्ड या जेल के भाग में प्रवेश करता है या प्रयत्न करता है तो वह अधीक्षक और जेलर को तत्काल इसकी सूचना देंगी। महिला विजिटर एवं अधिकारियों को स्कार्ट करने वाले पुरुष वार्डर एवं अन्य पुरुष स्टाफ, महिला अहाते से बाहर रहेंगे। (ब) कोई भी महिला हेड वार्डर या महिला वार्डर किसी भी समय, किसी भी बहाने से किसी पुरुष बंदी से कोई साक्षात्कार, सम्पर्क या किसी भी प्रकार का कोई संचार, जो कुछ भी हो, नहीं करेंगी सिवाय अपनी कर्तव्यों के निर्वाहन के पुरुष बंदी के लिए आवंटित, रिजर्व, या अध्यासित जेल के किसी भी भाग की विजिट नहीं करेंगी।
महिला अहाते की चाभियां	1162. महिला हेड वार्डर या महिला वार्डर, वार्ड एवं अहाता जिसमें महिला बंदी दिन के समय परिरूद्ध की जाती हैं, की चाभियां अपने पास रखेंगी। तालाबंदी के पश्चात् वह जेलर को चाभियां सौंप देंगी जो इन्हें की–चेस्ट में तालबंद करेंगी। जेलर, सुबह ताला खोलने से पूर्व, चाभियां पुनः महिला हेड वार्डर या महिला वार्डर को हस्तगत करायेंगे।

जेलों में महिला बंदियों की तालाबंदी	1163. जिला जेलों में जब महिला वार्डर ड्यूटी पर उपस्थित हो तो प्रवेश–द्वार पर ड्यूटी के भारसाधक हेड वार्डर द्वारा बाहर से ताला लगाया जायेगा एवं अंदर की तरफ महिला वार्डर द्वारा ताला बंद किया जायेगा। भारसाधक हेड वार्डर द्वारा बाहरी ताले की चाभी जेलर को वापस लौटा दी जायेगी जो उसे अपने पास रखेगा और जब पुनः प्रयोग अपेक्षित हो, भारसाधक हेड वार्डर को निर्गत करेगा। महिला अहाता जब रात्रि के लिए बंद किया गया है, दोनों तालों की चाभियां प्रवेश–द्वार के बाहर रखी जायेंगी और जेलर इन्हें की–चेस्ट में ताला लगाकर बंद करेगा।

संभावित गर्भावस्था के मामलों में सूचना	1164. महिला हेड वार्डर या महिला वार्डर, यदि उसके विचार करने के कारण हो कि कोई महिला बंदी गर्भवती है, इस तथ्य की रिपोर्ट अधीक्षक और जेलर को देंगी।
बच्चों की देखभाल	1165. प्रत्येक महिला जेल अधिकारी यह निगरानी करने के लिए उत्तरदायी होंगी कि जेल में तत्समय उपस्थित प्रत्येक बच्चे, उनके लिए विहित कपड़े, सामग्रियां, भोजन एवं अन्य सुख–सुविधाएं प्राप्त करते हैं और उनकी समुचित रूप से देखभाल की जा रही है।

अध्याय–50

वाह्य ड्यूटी पर वार्डर

वाह्य ड्यूटी पर वार्डर	1166. वाह्य ड्यूटी पर वार्डर गार्ड बाहर से या अन्दर से जेल के किसी भाग को तोड़ने के समस्त प्रयत्नों का प्रतिरोध, बल द्वारा करेंगे, और समस्त प्रकार की हिंसा या अधिकारियों के विरोध को दबाने में सहायता करेंगे, एवं बंदियों या अन्य

	व्यक्तियों द्वारा जेल की परिसीमाओं के भीतर या इसके परिसर में या बाहर से होने वाली प्रत्येक हिंसा या प्राधिकारियों के विरोध को दबाने में सहायता करेंगे।
वाह्य वार्डर गार्ड का प्रभार	1167. जेलों में वाह्य वार्डर गार्ड, अधीक्षक द्वारा प्राधिकृत हेडवार्डर के प्रभार में रहेगी, जो स्क्वाड एवं कंपनी ड्रिल, शस्त्रों के प्रयोग एवं मस्केटरी में अनुदेश देने हेतु सक्षम होगा।
केंद्रीय कारागारों में गार्ड की तैनाती	1168. केंद्रीय कारागारों में – (क) आठ वार्डरों की एक गेट पिकेट वाह्य ड्यूटी पर एवं दो हेडवार्डर रात–दिन प्रत्येक समय मुख्यद्वार पर ड्यूटी पर रहेंगे एवं जैसा कि पैराग्राफ 1173 में विहित है समस्त संतरियों एवं स्कॉर्ट प्रदान करेंगे। (ख) ताला खुलने के समय, एवं 6:30 पूर्वाहन से 6:30 पूर्वाह्न 08.00 बजे तक ग्रीष्मऋतु में तथा पूर्वाह्न 07:00 से 9.00 पूर्वाह्न बजे तक जाड़े की ऋतु में एवं पुनः अपराहन 04:00 से जेल की तालाबंदी तक सम्पूर्ण वाह्य गार्ड की पिकेट हथियारों से लैस होकर उपस्थिति रहेगी। (ग) वाह्य गार्ड के दो वार्डर राइफल एवं 10 राउण्ड एम्युनिशन के साथ वाह्य गार्ड के एक हेड वार्डर के साथ में अनलॉकिंग से श्रम वितरण पूर्ण होने तक, 10:30 पूर्वान्हन से मध्यान्हन में विश्राम के पश्चात् कार्य फिर से शुरू करने तक, और पुनः 04:00 अपरान्हन से जेल बंद होने तक, जेल की मुख्य दीवाल के पीछे गश्त लगायेंगे। (घ) वाह्य गार्ड का एक वार्डर, सिद्धदोष अधिकारियों को प्रत्येक सुबह एक घंटे के लिए कूच एवं शारीरिक प्रशिक्षण में अनुदेश देने के लिए विस्तृत किया जायेगा। (ड) रात्रि के दौरान, मुख्यद्वार पिकेट के भारसाधक हेडवार्डर अपने परिग्रह में वाह्य विकेट गेट के ताले की एक चाभी रखेंगे।
जिला जेलों में वाह्य गार्ड की तैनाती	1169. जिला जेलों में– (अ) वाह्य वार्डरों की सम्पूर्ण गार्ड हथियारबंद होकर परेड करेंगे तथा प्रत्येक सुबह अनलॉकिंग के दौरान तथा प्रत्येक शाम को तालाबंदी के दौरान आरमरी के सामने शस्त्रों को इकट्ठा करेंगे। बंदियों के प्रातःकालीन भोजन के समय एक तिहाई गार्ड हथियारबंद रहेगी। (ब) कर्तव्यस्थ संतरी के अतिरिक्त वाह्य गार्ड के दो वार्डर 10:00 अपरान्हन से अनलॉकिग तक गार्ड कक्ष में उपस्थित रहेंगे।
वाह्य गार्ड के भारसाधक हेडवार्डर की ड्यूटियाँ	1170. जेलों में वाह्यगार्ड के भारसाधक हेडवार्डर की ड्यूटियाँ है– 1. जेल गेट स्थित आर्मरी का प्रभार ग्रहण करना; 2. यह निगरानी करना कि वाह्य गार्ड की ड्यूटियों सम्बन्धी समस्त आदेशों का विधिवत अवलोकन किया जा रहा है और कि वार्डर्स द्वारा इन्हें जाना एवं समझा जाता है; 3. अपने आदेशों के अंतर्गत गार्ड एवं संतरियों की उपस्थित और दैनिक तैनाती तथा भारावमुक्त को दर्शाते हुए, एक रजिस्टर का संधारण करना; और किसी भी वार्डर के बिना अवकाष लिए अनुपस्थित होने के सूचना, जेलर को देगा; 4. समस्त शस्त्रों एवं साज–सज्जा का दैनिक निरीक्षण करना और देखना कि वे साफ–सुथरे और तत्कालिक प्रयोग हेतु उपयुक्त रखे गये हैं;

	5. वाह्य मुख्य दीवाल एवं वाच टावर का प्रत्येक दिन में एक बार राउण्ड करना, एवं रात्रि के दौरान अनिश्चित समयों में सप्ताह में कम से कम दो बार, राउण्ड करना तथा जेलर को किसी भी संशयित परिस्थितियों एवं संकेतों की रिपोर्ट देना; 6. यदि वह पाता है कि ताला, दरवाजा, खिड़की या उनकी फिटिंग असुरक्षित हैं या कोई सीढ़ी, रस्सा, धन्नी (बीम) या अन्य कोई सामग्री जिससे पलायन में सुविधा की संभावना हो सकती है को इधर–उधर पड़ा पाया जाये तो जेल में ड्यूटी पर उपस्थित वरिष्ठतम कार्यकारी अधिकारी को इसकी सूचना देना; 7. अधीक्षक द्वारा दिये गये दण्ड–कवायद के किसी आदेश को क्रियान्वित करना; 8. अपने प्रभार के एम्युनिशन के प्राप्ति एवं खर्च का लेखा बनाये रखना; 9. अपने प्रभार में रखे गये सुरक्षा एवं अन्य उपकरणों का लेखा–जोखा रखना एवं समुचित देखभाल सुनिश्चित करना, 10. यह देखना कि आर्मरी एवं गार्ड रूम स्वच्छ रखे गये हैं और कि उनकी वस्तुएं स्वच्छतापूर्वक व्यवस्थित रखी गयी हैं तथा प्रयोग करने की स्थिति में है, और; 11. अधीक्षक या जेलर के किसी आदेश का क्रियान्वयन करना;
वाह्य गार्ड के भारसाधक हेड वार्डर की गेट पिकेट पर ड्यूटियाँ	1171. भारसाधक हेडवार्डर की ड्यूटियाँ हैं– 1. दिन और रात में प्रत्येक दो घंटे के पश्चात् मेन गेट पर एक संतरी तैनात करना; 2. संतरियों का बारंबार निरीक्षण करना और स्वयं को संतुष्ट करना कि वे सतर्क हैं, चुस्त पोशाक धारक किये हुए हैं और सम्यक् रूप से सज्जित हैं, एवं जेलर को किसी भी संशयपूर्ण घटनाओं की तुरन्त सूचना देना; 3. समस्त परिदर्शकों के लिए एक स्कॉर्ट का विवरण देना जो केंद्रीय कारागार में वैटन से लैस दो वार्डर एवं जिला जेलों में समान रूप से लैस एक वार्डर की होगी, ;
पारी परिवर्तन	1172. संतरी में परिवर्तन द्वारपाल द्वारा द्वार–पंजी में घण्टा एवं मिनट के साथ नोट किया जायेगा एवं मुक्त तथा मुक्त करने वाले संतरी द्वारा हस्ताक्षरित किया जायेगा।
मुख्यद्वार पर संतरी की ड्यूटियाँ	1173. मुख्यद्वार पर संतरी की निम्नलिखित ड्यूटियाँ हैं– 1. अपनी पोस्ट पर सतर्क रहना और आकस्मिकता के दौरान बैठेगा नहीं, 2. मुख्यद्वार के बाहर संगीन लगी हुई अपनी राइफल के साथ ड्यूटी पर रहना। राइफल भरी नहीं होगी, किंतु संतरी अपनी बिना बटन की थैली जो उसके बेल्ट के सामने रखी होगी में दस राउण्ड तथा दो खाली कारतूस साथ रखेगा यह एम्युनिशन भारावमुक्ति के समय रिलीब करने वाले संतरी को सौंप दी जायेगी; 3. जेल में पहुंचने पर सावधान और सलामीशस्त्र की स्थिति में खड़ा होगा– (i) विशिष्ट परिदर्शक; (ii) महानिदेशक (कारागार) और महानिरीक्षक (कारागार);

	(iii) अपर महानिरीक्षक (कारागार) ; (iv) उप महानिरीक्षक; (v) शासकीय व पदेन अशासकीय विजिटर्स; (vi) अधीक्षक; और (vii) चिकित्सा अधीक्षक। 4. जेलर के आगमन या उपवर्ग (2) में वर्णित के अलावा अन्य राजपत्रित अधिकारियों के आगमन पर बट सेल्यूट प्रस्तुत करना; टिप्पणी–गार्ड सूर्यास्त के पश्चात् सेल्यूट के प्रयोजनार्थ शस्त्रों के सा टर्न आउट नहीं करेंगे। 5. एक मुहरबंद लेदर पैकेट में शस्त्रागार एवं राइफल रैप की प्रतिरूप चाभियां रखना। प्रभार लेने पर वह अपने को संतुष्ट करेगा कि मुहर बरकरार है संतरी वाह्य गार्ड के भारसाधक प्रधान हेडवार्डर की अनुपस्थित में ही केवल यदि आपात स्थिति उत्पन्न होती है, मुहर तोड़ेगा; 6. रात्रि के दौरान वाह्य विकेट गेट की ताले की एक चाभी अपने परिग्रह में रखेगा; 7. जेल परिसर में किसी भी व्यक्ति को आवारागर्दी करने से रोकना; 8. किसी बंदी या अन्य किसी से सिवाय जब उच्च अधिकारी द्वारा प्रश्न किया गया हो बातचीत करने से बचना, और किसी बंदी या जेल अधिकारी के साथ अनावश्यक रूप से हस्तक्षेप करने से बचना; 9. किसी प्राधिकृत अधिकारी की अभिरक्षा के अधीन होने के अलावा अन्य प्रकार से किसी बंदी को जेल से बाहर जाने से रोकना, और जेल के द्वार से बाहर जाने वाले प्रत्येक ऐसे व्यक्ति को रोकना, जिसे वह जेल अधिकारी के रूप में पहचानता न हो और उसे तब तक परिरोधित रखना जब तक द्वारपाल से उसे जाने देने का प्राधिकार प्राप्त न हो जाय; 10. किसी ऐसे बंदी को जो भागने का प्रयत्न कर रहा हो यथा–स्थान खड़े रहने को पुकारना। यदि प्रिजनर वहीं खड़े रहने में असफल रहता है, और वह अन्य प्रकार से पलायन को नहीं रोक सके तो संतरी बंदी पर गोली चलायेगा। यदि प्रिजनर बुलाये जा सकने की सीमा से परे हो तो वह हवा में गोली चलाकर अलार्म करेगा; 11. खाली कारतूस फायर करके और जोर–जोर से आलर्म घण्टी बजाकर अलार्म करेगा जब द्वारपाल द्वारा उसे ऐसा करने का आदेश दिया गया हो या उसके स्वयं की पहल पर यदि कोई भण्डार या भण्डार कक्ष में आग पकड़ ली हो या उसके विश्वास करने के कारण हो कि कोई उत्पात या अशांति या पलायन के प्रयत्न किये जा रहे हैं या निकट आसन्न हैं; 12. अंधेरा होने के बाद अपने समीप आने वाले किसी व्यक्ति को चुनौती देना एवं उसे यथा–स्थान खड़े रहने की चेतावनी देना जब तक वाह्य गार्ड के भारसाधक हेडवार्डर उस स्थान पर नहीं पहुंचते हैं, समान समय में अपनी राइफल लोड कर उसे तैयार कर लेना। यदि उत्तर असंतोषजनक हो या उसे कोई उत्तर प्राप्त न हो, वह अलार्म बजायेगा। गोली चलायी

	जाने से पूर्व हिन्दी में चुनौती दी जानी चाहिए; 13. रात के समय जेल के मुख्य द्वार के अंदर जाने वाले या बाहर आने वाले सभी व्यक्तियों को चुनौती देगा तथा उनसे पैरोल या प्रति हस्ताक्षर की अपेक्षा करना। जेलर, गार्ड के अधिकारी को पैरोल से अवगत करायेंगे; 14. भारावमुक्ति पर अपने उत्तराधिकारी को अपने प्रभार की ड्यूटियों को स्पष्ट करना और उसकी जानकारी में किसी ऐसी परिस्थितियों को लाना जिन पर ध्यान निर्देशित किया जाना चाहिए; 15. अपने को दिये गये आदेशों को बिना व्यक्तियों के भेदभाव के कार्यान्वित करना और जेल या जेल की परिसीमाओं में समस्त भण्डारों और जेल सम्पत्ति की यथासंभव रक्षा करना;

अध्याय–51

ड्रिल, अस्त्र–शस्त्र एवं एम्युनिशन

इन्ट्राम्यूरल ड्यूटी के वार्डरों के लिए ड्रिल	1174. (अ) इन्ट्राम्यूरल ड्यूटी के प्रत्येक वार्डर एक घण्टा प्रतिदिन ड्रिल करेंगे, जब तक वह प्रवीण न हो जाये। जब वह प्रवीण घोषित कर दिये जाते हैं, तो प्रतिदिन की ड्रिल से छूट प्राप्त कर सकेंगे और इसके पश्चात् प्रत्येक माह में आठ ड्रिल करने की अपेक्षा की जायेगी। (ब) इन्ट्राम्यूलर ड्यूटी के प्रत्येक वार्डर, जो मध्य रात्रि से अनलॉकिंग तक ड्यूटी पर रहे हैं से प्रातःकालीन ड्रिल में भाग लेने की अपेक्षा नहीं की जायेगी।
प्रत्येक वाह्य ड्यूटी के संतरियों के लिए ड्रिल	1175. वाह्य ड्यूटी के प्रत्येक वार्डर रविवार, वृहस्पतिवार एवं जेल अवकाश को छोड़कर एक दिन में आधे घण्टे प्रातःकाल में ड्रिल करेंगे।
वार्डरों की साप्ताहिक ड्रिल परेड	1176. सप्ताहिक परेड के दिनों में अधीक्षक सभी वार्डरों की जो ड्यूटी पर नहीं हैं, ड्रिल परेड करायेंगे और इंचार्ज हेड वार्डर के माध्यम से उनकी निगरानी करेंगे। वह अपने को संतुष्ट करेंगे कि वार्डर स्क्वाड में, कंपनी ड्रिल में राइफल, बायोनेट और मार्चिंग एक्सरसाइज में दक्ष हैं।
जेल अधिकारियों के लिए मिलिट्री प्रशिक्षण	1177. भारसाधक हेड वार्डर वाह्य गार्ड, जेल अधिकारियों एवं वार्डरों को स्क्वाड में एवं कंपनी ड्रिल में सम्पूर्ण मिलिट्री ट्रेनिंग देने तथा आग्नेयास्त्रों के प्रयोग की ट्रेनिंग देने के लिए उत्तरदायी होंगे। प्रत्येक वार्डर जो ड्रिल से स्वयं से अनुपस्थित है, की रिपोर्ट वह जेलर को करेगा तथा जेल अधिकारियों की ड्रिल में उपस्थिति का रजिस्टर रखेगा एवं सप्ताह में एक बार अधीक्षक के सम्मुख प्रस्तुत करेगा।
वाह्य गार्ड के भारसाधक हेड वार्डर हथियारों, एम्युनिशन इत्यादि के भी भार साधक होंगे	1178. वाह्य गार्ड के भारसाधक हेड वार्डर, हथियारों, आपातकालीन एम्युनिशन एवं अतिरिक्त साजसमान के भी भारसाधक होंगे और निगरानी करने के लिए कि 20 राउंड प्रति राइफल के लिए एम्युनिशन सदैव ही प्रयोग करने के लिए आरमरी में तैयार रखे गये हैं, के लिए, उत्तरदायी होंगे। सभी हथियारों, एम्युनिशन एवं साजसमान की एक लिस्ट वाह्य गार्ड के भारसाधक के हस्ताक्षर से आर्मरी में लटकायी जायेगी। वह हथियारों, एम्युनिशन या साजसमान की किसी हानि की रिपोर्ट, जैसे ही उसे ज्ञात हो, तुरन्त ही, अधीक्षक या जेलर को करेगा।
शस्त्र एम्युनिशन इत्यादि को प्रयोग के लिए आर्मरी में तैयार रखा जायेगा	1179. राइफल (संगीनसहित), साजसमान एवं आपातकालीन एम्युनिशन आर्मरी में रखे जायेंगे एवं टॉर्चों, तेल और माचिस की पर्याप्त आपूर्ति, सभी समयों में प्रयोग के लिए, व्यवस्थित रखी जायेगी।
शस्त्र, एम्युनिशन एवं राइफल	1180. सभी शस्त्र, आपातकालीन एम्युनिशन एवं साजसमान आर्मरी में इस प्रकार व्यवस्थित किये जायेंगे कि बाहर से किसी भी प्रकार से अभिगम्य न हो सके।

सुरक्षित रखे जायेंगे	राइफलें जो प्रयोग में नहीं है, रैक में रखी जायेंगी और जंजीर द्वारा सुरक्षित रखी जायेंगी। जंजीर एक छोर पर स्थायी रूप से सीधी स्थिर होगी और सभी राइफलों के ट्रिगर गार्ड के माध्यम से गुजरते हुए दूसरे छोर पर सीधे पैडलॉक्ड होगी। प्रत्येक राइफल पर एक नंबर लिखा जायेगा, और जब प्रयोग में नहीं है सदैव ही अपने निर्धारित स्थान में, आर्मरी में जमा रहेगी।
आर्मरी एवं राइफल रैक के ताले की प्रतिरूप चाभियाँ	1181. आर्मरी और राइफल रैक के तालों की प्रतिरूप चाभियाँ होगी। प्रत्येक ताले की एक चाभी मुख्यद्वार के भारसाधक संतरी एवं दूसरी चाभी केंद्रीय कारागार में गेट पिकेट के भारसाधक हेडवार्डर के पास एवं जिला जेल में गार्ड के भारसाधक के पास होगी।
बाहर से एकाएक आक्रमण के विरूद्ध सावधानियाँ	1182. बाहर से एकाएक आक्रमण के विरूद्ध सावधानी के रूप में केंद्रीय कारागार में छः राइफले एवं जिला जेल में दो राइफलें अधीक्षक के कार्यालय में जंजीर द्वारा ट्रिगर गार्ड के माध्यम से गुजरते हुए दीवाल से सुरक्षापूर्वक जड़कर, पैडलॉक करते हुए रखी जायेंगी। राइफलों के निकट तालाबंद डिब्बो में पर्याप्त एम्युनिशन भी रखा जायेगा। चाभियाँ जेल ड्यूटी के वरिष्ठ अधिकारी के पास रहेंगी।
राइफलों की सफाई	1183. सप्ताह में कम से कम एक बार तथा प्रत्येक ऐसे अवसर पर जब राइफलों का प्रयोग किया गया है उनकी अच्छी तरह सफाई की जायेगी, और वाह्यगार्ड के भारसाधक हेडवार्डर के द्वारा निरीक्षण किये जाने के उपरान्त आर्मरी के अन्दर की रैक में सुरक्षापूर्वक जमा कर दिया जायेगा। किसी भी परिस्थिति में राइफले वार्डर लाइन में सफाई हेतु नहीं ले जायी जायेंगी।
पुलिस के आर्मोरर को उसकी सेवाओं के लिए भुगतान	1184. पुलिस के आर्मोरर को वास्तविक कनवेंस चार्ज का भुगतान किया जायेगा जब वह जेल के शस्त्रों की मरम्मत के लिए जेल विजिट करेंगे।
एम्युनिशन का भण्डारण	1185. (अ) रिजर्व एम्युनिशन, दोनों गेट के बीच सुरक्षित स्थान में स्थित दो पैडलॉक से ताला बंद एक मजबूत अचल बॉक्स में रखे जायेंगे। (ब) बाल और खाली एम्युनिशन एक दूसरे से अलग भण्डारित किये जायेंगे।
अधीक्षक, एम्युनिशन की जाँच करेंगे	1186. तीन माह में कम से कम एक बार, अधीक्षक एम्युनिशन के स्टाक की जाँच करेंगे और अपने निरीक्षण की तिथि एवं परिणाम शस्त्र एवं एम्युनिशन रजिस्टर में अभिलिखित करेंगे। वह वर्ष में कम से कम दो बार यह भी प्रमाणित करेंगे कि जीवित एम्युनिशन का स्टाक एवं फायर किये गये प्रत्येक प्रकार के खोखो दोनों मिलाकर इस अध्याय में लिखे गये के समतुल्य हैं।
रिजर्व एम्युनिशन की सुरक्षित अभिरक्षा के लिए उत्तरदायी अधिकारी	1187. भारसाधक जेलर, रिजर्व एम्युनिशन की सुरक्षित अभिरक्षा के लिए उत्तरदायी होंगे।
एम्युनिशन के	1188. एम्युनिशन के बक्से जिनकी सील बरकरार है अंर्तवस्तुओं की जाँच करने

सीलबंद बक्से की जाँच	के प्रयोजन से खोली नहीं जायेंगी, क्योंकि इन्हें दोबारा संतुष्टि के साथ टांका नहीं लगाया जा सकेगा। लेकिन यदि कोई साक्ष्य हो कि बक्से के साथ छेड़छाड़ की गयी है तो वे तुरंत खोली जायेंगी और उनके अंर्तवस्तुओं की जांच की जायेगी।
एम्युनिशन का निर्गम	1189. जेलर जब कभी आवश्यक हो एम्युनिशन का निर्गम वाह्य गार्ड के भारसाधक हेडवार्डर को आकस्मिक एम्युनिशन की पुनः पूर्ति करने के लिए, वर्णित हेडवार्डर से रजिस्टर में इसी प्रयोजन हेतु निर्दिष्ट किये गये कॉलम में प्राप्ति प्राप्त कर, कर सकेंगे। अधीक्षक प्रविष्टि पर प्रति हस्ताक्षर करेंगे।
एम्युनिशन का खर्च	1190. एम्युनिशन के नियमित आवर्त के भण्डारण एवं एम्युनिशन के खर्च हेतु निर्गम के एक नियमित रूप से प्रभावी करने के लिए निम्नलिखित आदेश बनाये जायेंगे : 1. खोले गये बक्सों के अंर्तवस्तुओं, उदाहरणार्थ बक्से जिनकी टिन की लाइने खोली जा चुकी हैं एवं लूज राउंड। 2. एम्युनिशन के बक्से जिन पर "की गयी परीक्षा वर्ष" लेबल पर मुखांकित है। यह एम्युनिशन परीक्षा तिथि के अनुक्रम में प्रयुक्त किया जायेगा। 3. अन्य एम्युनिशन के पुराने स्टाक प्रथमताः प्रयुक्त किये जायेंगे। **टिप्पणी 1–** एम्युनिशन के सम्पूर्ण आवर्त की अवधि 8 वर्ष से अधिक निर्धारित नहीं की जायेगी। **टिप्पणी 2–** रजिस्टर नं0 56 में प्रत्येक प्रकार के एवं तिथि एम्युनिशन तथा प्रत्येक बॉक्स एम्युनिशन के अंर्तवस्तु हेतु एक पृथक क्रम संख्या जो कि लेबल पर बोल्ड अक्षरों में बॉक्स के ऊपर चिपकाया जायेगा। रजिस्टर के टिप्पणी कॉलम में इन क्रम संख्या और अन्य कोई खास चिन्ह पहचान की सुविधा हेतु अभिलिखित किये जायेंगे। एम्युनिशन रजिस्टर में प्राप्ति की प्रविष्टियां लाल स्याही सेएवं निर्गम की काली स्याही से लिखी जायेंगी।
खर्च न हुए एम्युनिशन की वापसी	1191. समस्त खर्च न हुए एम्युनिशन जितनी जल्दी संभव हो सके, उस कार्य जिसके लिए वे निर्गम किये गये थे, के समाप्त हो जाने के पश्चात्, भण्डार में वापस कर दिये जायेंगे। जेलर खर्च का विवरण एवं वापस प्राप्त मात्राएं, रजिस्टर में दर्ज करेगा और निर्गम की मात्रा से कुल योग की तुलना करेगा। कोई भी अनियमतिता या कमी बिना विलंबित किये अधीक्षक को रिपोर्ट की जायेगी।
वार्षिक मस्केटरी कोर्स	1192. समस्त जेल अधिकारी (मेडिकल, तकनीकी एवं शिक्षण स्टाफ को छोड़कर) सभी वार्डर को सम्मिलित करते हुए 15 अक्टूबर और 1 अप्रैल के मध्य किसी समय वार्षिक मस्केटरी कोर्स करेंगे। कोर्स यथासंभव पुलिस द्वारा अनुगम्य के समान होगा। जब बट जेल अहाते के भीतर हो तो वह कोर्स अधीक्षक द्वारा इस ड्यूटी हेतु विस्तृत जेल अधिकारी के अधीक्षण के अंतर्गत संचालित किया जायेगा और अधीक्षक स्वयं से फायरिंग कोर्स में भाग लेने के प्रत्येक अवसर का उपभोग करेगा और निगरानी करेगा कि कोर्स उचित तरीके से संचालित किया जा रहा है।
फायर की गयी गोलियों का एकत्रीकरण	1193. वाह्य गार्ड के भारसाधक हेडवार्डर निगरानी करेंगे कि बट में फायर की गयी सभी गोलियां प्रत्येक अभ्यास के पूरा होने के पश्चात् वार्डर द्वारा एकत्रित की गयी हैं। यह अपेक्षित किया जाता है कि प्रत्येक अवसर पर लेड (शीशा) की युक्तियुक्त मात्रा एकत्रित की जायेगी। सभी वार्डर्स अदम्य गोलियों के निस्तारण की महत्ता से आगाह किये जायेंगे।

कोर्स की रिपोर्ट	1194. जैसे ही वार्षिक मस्केटरी कोर्स पूर्ण हो, महानिदेशक (कारागार) को, परिक्षेत्रीय उप महानिरीक्षक के माध्यम से एक रिपोर्ट पुरुषों की संख्या जिन्होंने कोर्स में भाग लिया है एवं सामान्य परिणाम को दर्शाते हुए, भेजी जायेगी।
फायर किये गये मामलों का लेखा	1195. जेलर फायर किये गये प्रत्येक प्रकार के मामलों का एम्युनिशन रजिस्टर के अलग–अलग पेज पर लेखा रखेंगे एवं वाह्य गार्ड के भारसाधक हेडवार्डर उनकी सुरक्षित अभिरक्षा के लिए उत्तरदायी होंगे।
फायरिंग अभ्यास	1196. वर्ष के चतुर्थांश मे ंएक बार वार्ड्रों द्वारा फायरिंग अभ्यास खाली कारतूसों से किया जायेगा।

वार्डर को अनुमन्य एम्युनिशन, इत्यादि, का पैमाना	1197. (अ) प्रति जेल अधिकारी के लिए अनुमन्य एम्युनिशन का पैमाना अपेन्डिक्स D में निर्धारित है। (ब) शस्त्रों के उपयोग हेतु अन्य सामग्रियों का वार्षिक पैमाना निम्नवत होगा : लुबरीकेटिंग ऑयल 10 लीटर प्रति 100 शस्त्र पैराफिन ऑयल 500 ग्राम प्रति 100 शस्त्र जूट ड्रेस 500 ग्राम प्रति 100 शस्त्र
एम्युनिशन के लिए वार्षिक मांग पत्र	1198. शस्त्र एवं साजसमान का वार्षिक मांगपत्र महानिदेशक (कारागार) द्वारा तैयार किया जायेगा जो उत्तर प्रदेश पुलिस मुख्यालय इलाहाबाद को प्रस्तुत किया जायेगा। उत्तर प्रदेश पुलिस के राज्य कोटा से मांग को पूरा किया जायेगा।
हानि के अन्वेषण के लिए एवं निष्प्रयोज्य शस्त्र तथा एम्युनिशन को कंडम करने की समिति	1199. शस्त्र एवं एम्युनिशन की हानि पर सख्त नियंत्रण बनाये रखने एवं मामलों के अन्वेषण जिनमें एम्युनिशन या शस्त्र की हानि हो चुकी है, की जाँच करने के लिए साथ ही शस्त्र, एम्युनिशन एवं भण्डार जो निष्प्रयोज्य हो चुके हैं, को कंडम करने के लिए तीन अधिकारियों की एक समिति नियुक्ति की जायेगी। समिति में जिला मजिस्ट्रेट द्वारा नामित मजिस्ट्रेट, जेल के अधीक्षक, जेलर या डिप्टी जेलर शामिल होंगे। समिति अपनी रिपोर्ट महानिदेशक (कारागार) को अंतिम आदेशों हेतु भेजेगी।
जले हुए कारतूसों की पीतल का निस्तारण	1200. फायर किये गये एम्युनिशन के मामले में सभी खाली कारतूसों की पीतल, महानिदेशक (कारागार) द्वारा विहित तरीके से निस्तारित की जायेगी एवं इस प्रभाव की एक प्रविष्टि एम्युनिशन रजिस्टर में, अधीक्षक के हस्ताक्षर के अंतर्गत, बनायी जायेगी।
शस्त्र एवं एम्युनिशन का ट्रांसपोर्ट	1201. शस्त्र एवं एम्युनिशन के सभी प्रेषित वस्तुएँ मुहरबंद बक्सों में रखकर एक समुचित हथियारबंद गार्ड के साथ, ट्रांसपोर्ट के किसी साधन से भेजे जायेंगे। शस्त्र एवं एम्युनिशन के विरूद्ध किसी आकस्मिकता पर रक्षा करना स्कॉर्ट की ड्यूटी होगी। जब जेल विभाग के शस्त्र राज्य से बाहर के स्टेशन को मरम्मत हेतु भेजे

	जायेंगे, वे पुलिस विभाग को सौंपे जायेंगे। पुलिस विभाग के हथियारों के साथ पुलिस पार्टी इन हथियारों को स्कार्ट करेगी एवं जेल विभाग के शस्त्रों की स्कार्टिंग के लिए एक पुलिस पार्टी अनन्य रूप से उपलब्ध करायी जायेगी। स्कार्ट की यात्रा से सम्बन्धित सभी खर्च जेल विभाग द्वारा वहन किये जायेंगे।
मिस कारतूसों को आयुधशाला में वापसी	1202.(क) मिस कारतूस पृथक से पैक करके एवं स्पष्टतया चिन्हितकर आयुधशाला को वापस किये जायेंगे। मिस फायर कारतूसों से गोलियों को निकालने का और जीवित कारतूसों को खाली की तरह आयुधशाला में वापस करने का अभ्यास खतरनाक है क्योंकि आयुधशाला में खोखो को गलाया जाता है एवं मिस फायर गोलियों की टोपी में विस्फोट स्मेल्टर्स को गंभीर क्षति कारित कर सकता है। (ख) एक सशस्त्र ऐसे समस्त पारेषित वस्तुओं को स्कोर्ट करेंगा।
भुगतान या कर्ज पर प्राप्त किये गये स्टोर की वापसी	1203. पूर्ति आयुधशालों द्वारा मौलिक रूप से भुगतान अथवा कर्ज पर प्राप्त किये गये स्टोर की वापसी के सम्बन्ध में दिये गये अनुदेशों का सावधानीपूर्वक पालन किया जायेगा।

शस्त्रों एवं एम्युनिशन का निरीक्षण	1204. (अ)राज्य पुलिस के आरमोरर जेलों के परिग्रह के शस्त्रों एवं एम्युनिशन का निरीक्षण करेंगे। यह निरीक्षण वर्ष में एक बार से अधिक की आवृत्ति से अधिक का नहीं होगा और सिविल पुलिस के अधिभार के शस्त्रों एवं एम्युनिशन के निरीक्षण के समान शर्तों पर किया जायेगा। इस निरीक्षण का व्यय भार जेल बजट से वहन किया जायेगा। (ब) प्रत्येक केंद्रीय कारागार एवं आदर्श कारागार, लखनऊ शस्त्रों का रिजर्व स्टाक, सम्बद्ध जेलों में अनुपयुक्त या मरम्मत योग्य घोषित किये गये शस्त्रों के प्रतिस्थापन के लिए रखेंगे। इन कारागारों में भी एम्युनिश्न का रिजर्व स्टाक रखा जायेगा।
त्वरित प्रतिक्रिया टीम	1205.सभी केंद्रीय एवं जिला जेलों में, एक त्वरित प्रक्रिया टीम एक डिप्टी जेलर के नेतृत्व में आठ से बाहर वार्डरों से गठित, का निर्माण किया जा सकेगा जिन्होंने आधुनिक शस्त्रों के प्रयोग एवं आकस्मिक संकट से निपटने के लिए निहत्थे मुकाबले के साथ कमाण्डों ट्रेनिंग ली है। एक डिप्टी जेलर इस टीम का प्रभारी होगा।

अध्याय–52

यूनीफार्म

अपर महानिरीक्षक (कारागार) की यूनीफार्म	**1206.** अपर महानिरीक्षक (कारागार) की निम्नलिखित यूनीफार्म होगी– समारोह, वी.आई.पी. ड्यूटी एवं अन्य महत्वपूर्ण उत्सवों हेतु– 1. खाकी ऊनी ड्रिल या गबरडीन क्लाथ, ट्यूनिक (कोट एवं पैंट) (पुलिस पैटर्न)। 2. एक जोड़ी सफेद निकिल–प्लेटेड क्रास्ड तलवार एवं बैटन, एक जोड़ी निकिल–प्लेटेड पाँच प्वाइंटेड स्टार। 3. एक जोड़ी सफेद निकिल–प्लेटेड उ.प्र.का. या आई.पी.एस. सोल्डर टाइटल, जैसा भी प्रकरण हो। 4. एक जोड़ी कॉलर बैंड (बड़ा आकार) आई.पी.एस. ऑफिसर के पैटर्न के अनुसार परन्तु सफेद अशोक बटन के साथ। 5. सफेद अशोक बटन (चार मध्यम आकार एवं छः छोटा आकार) ट्यूनिक हेतु। 6. व्हीसिल के साथ एक नेवी ब्लू व्हीसिल कार्ड (गड़वाल टाइप)। 7. सफेद फिटिंग्स ब्राउन क्रास बेल्ट (सैम ब्राउन बेल्ट)। 8. नीले ऊलेन बैंड एवं सिल्वर जरी इम्ब्राइडेड पीक कैप बैज के साथ

	खाकी ऊनी गबरडीन क्लाथ की पीक कैप। 9. नेवी ब्लू टेरीकॉट टाई (अंतिम छोर पर 11.5 सेमी चौड़ी)। 10. खाकी कॉटन पॉपलीन शर्ट। 11. काली नाम पाट्टिका (हिन्दी में)। 12. ब्राउन एंकेल बूट (पुलिस पैटर्न)। 13. खाकी नॉयलान मोजे (डबल हील व टो)। 14. उ.प्र.का. या आई.पी.एस. क्रेस्ट के साथ, जैसा भी प्रकरण हो केन, **दैनिक कार्य ड्रेस** 1. खाकी अंगोरा ऊनी क्लाथ शर्ट एवं सर्ज पैन्ट (पुलिस पैटर्न)। या पूरी बाह की खाकी टेरीकाट शर्ट एवं सर्ज पैन्ट (पुलिस पैटर्न)। 2. ब्लू बैंड के साथ खाकी ऊनी बरथिया पीक कैप या सिल्वर इम्ब्रॉयडर्स बैज के साथ नीली ऊनी बैरट कैप। 3. उ.प्र.का. या आई.पी.एस. टाइटल के साथ जैसा भी मामला हो ब्राउन लेदर या वेब बेल्ट। 4. ब्राउन डर्बी शूज (पुलिस पैटर्न)। 5. "Y" नेक ओलिव ग्रीन जर्सी, दो बटन एवं बांह तथा कंधे पर लेदर के साथ (दोहरी सिलाई)। 6. एक जोड़ी सफेद निकिल–प्लेटेड क्रास्ड तलवार एवं बैटन, एक जोड़ी निकिल–प्लेटेड पांच–प्वाइंटेड स्टार। 7. एक जोड़ी सफेद निकिल प्लेटेड उ.प्र.का. या आई.पी.एस. शोल्डर टाइटल जैसा कि मामला हो। 8. एक जोड़ी कॉलर बैंड (छोटा आकार) आई.पी.एस. अधिकारियों की तरह परन्तु सफेद अशोक बटन के साथ। 9. व्हीसिल के साथ एक नेवी ब्लू व्हीसिल कार्ड (गढ़वाल टाइप)। 10. नेवी ब्लू टेरीकाट टाई (अंतिम छोर पर 11.5 सेमी. चौड़ी) ट्यूनिक के साथ। 11. काली नेम प्लेट (हिन्दी में)। 12. खाकी नॉयलान मोजे (डबल हील एंड टो)। 13. उ.प्र.का. या आई.पी.एस. क्रेस्ट के साथ (जैसा कि प्रकरण हो) केन।
उप महानिरीक्षक (कारागार) की यूनीफार्म	**1207.** उप महानिरीक्षक की यूनीफार्म होगी– समारोह, वी.आई.पी. ड्यूटी एवं अन्य महत्वपूर्ण उत्सवों हेतु– 1. खाकी ऊनी ड्रिल या गबरडीन क्लाथ ट्यूनिक (कोट एवं पैंट) (पुलिस पैटर्न)। 2. तीन जोड़ी सफेद निकिल–प्लेटेड पाँच–प्वाइंटेड स्टार, एक जोड़ी सफेद निकिल–प्लेटेड राज्य–प्रतीक। 3. एक जोड़ी सफेद निकिल–प्लेटेड उ.प्र.का. शोल्डर टाइटल। 4. एक जोड़ी कॉलर बैंड (बड़े आकार का) आई.पी.एस. अधिकारी पैटर्न के अनुसार परन्तु सफेद अशोक बटन साथ। 5. सफेद अशोक बटन (चार माध्यम व छः छोटे आकार के) ट्यूनिक हेतु। 6. व्हीसिल के साथ एक नेवी ब्लू व्हीसिल कार्ड (गढ़वाल टाइप)। 7. सफेद फिटिंग्स ब्राउन क्रास बेल्ट (सैम ब्राउन बेल्ट)। 8. नीले ऊनी बैंड व सिल्वर जरी इम्ब्रेडेड कैप बैज के साथ खाकी ऊनी गबरडीन क्लाथ की पीक कैप। 9. नेवी ब्लू टेरीकॉट टाई (अंतिम छोर पर 11.5 सेमी. चौड़ी)। 10. खाकी कॉटन पॉपलीन शर्ट।

	11. काली नाम पट्टिका (हिन्दी में) 12. ब्राउन एंकेल बूट (पुलिस पैटर्न)। 13. खाकी नायलॉन मोजा (डबल हील एंव टो)। 14. उ.प्र.का. या आई.पी.एस. क्रेस्ट के साथ (जैसा भी केस हो) केन। **दैनिक कार्य ड्रेस** 1. खाकी ऊनी एंगोला कपड़े की शर्ट एवं सर्ज पैंट (पुलिस पैटर्न)। या पूरी आस्तीन की खाकी टेरीकॉट क्लाथ की शर्ट एवं पैंट (पुलिस पैटर्न)। 2. नीला बैंड एवं विभागीय सिल्वर इम्ब्राइडेड बैज के साथ खाकी ऊनी बरथिया पी कैप या विभागीय सिल्वर इम्ब्रैडेड बैज के साथ नीले ऊनी बैरेट कैप। 3. उ.प्र.का. क्रेस्ट या आई.पी.एस. टाइटल जैसा भी प्रकरण हो के साथ ब्राउन लेदर बेल्ट या वेब बेल्ट। 4. ब्राउन डर्वी शूज (पुलिस पैटर्न)। 5. "Y" नेक ओलिव ग्रीन जर्सी, दो बटन एवं बांह तथा कंधे पर लेदर के साथ (दोहरी सिलाई)। 6. तीन जोड़ी सफेद निकिल–प्लेटेड पांच–प्वाइंटेड स्टार, एक जोड़ी सफेद निकिल–प्लेटेड राज्य–प्रतीक । 7. एक जोड़ी सफेद निकिल–प्लेटेड उ.प्र.का. या आई.पी.एस. सोल्डर टाइटल जैसा कि प्रकरण हो। 8. एक जोड़ी कॉलर बैंड (छोटी आकार) आई.पी.एस. अधिकारियों के अनुसार परंतु सफेद अशोक बटन के साथ। 9. व्हीसिल के साथ एक नेवी ब्लू व्हीसिल कार्ड (गढ़वाल टाइप)। 10. नेवी ब्लू टेरीकाट टाई (अंतिम छोर पर 11.5 सेमी. चौड़ी) ट्यूनिक के साथ। 11. काली नाम पट्टिका (हिन्दी में)। 12. खाकी नॉयलान मोजे (डबल हील व टो)। 13. यथास्थिति उ.प्र.का. या आई.पी.एस. क्रेस्ट के साथ, केन, **टिप्पणी–** उपर्युक्त नियमावली 1206 एवं 1207 में वर्णित अधिकारीगण जब कभी अधिकारिक उपयोग हेतु चाहे यूनीफार्म में हो या मुफ्ती में अपनी गाड़ी पर विभागीय झण्डे एवं स्टार प्लेट लगायेंगे।
वरिष्ठ अधीक्षक (ग्रेड -I) एवं समकक्ष अधिकारी यूनीफार्म	**1208.** वरिष्ठ अधीक्षक (ग्रेड-I) एवं समकक्ष अधिकारियों की यूनीफार्म होगी– समारोह, वी.आई.पी. ड्यूटी एवं अन्य महत्वपूर्ण उत्सवों हेतु– 1. खाकी ऊनी ड्रिल गबरडीन क्लाथ ट्यूनिक (कोट एवं पैंट) (पुलिस पैटर्न)। 2. सफेद अशोक बटन (चार मध्यम आकार एवं छः छोटी आकार के) ट्यूनिक हेतु। 3. एक जोड़ी सफेद निकिल–प्लेटेड पांच–प्वाइंटेड स्टार एवं एक जोड़ी सफेद निकिल–प्लेटेड राज्य–प्रतीक (दो जोड़ी सफेद निकिल–प्लेटेड पाँच–प्वाइंटेड स्टार एवं एक जोड़ी सफेद निकिल–प्लेटेड राज्य–प्रतीक एवं एक जोड़ी कॉलर बैंड (बड़ा साइज) आई.पी.एस. अधिकारी पैटर्न के अनुसार)। 4. नीले ऊनी वैण्ड एवं सफेद जरी जड़ित विभागीय पीक कैप बैज के साथ खाकी बरथिया कपड़े की पीक कैप 5. एक जोड़ी सफेद निकिल–प्लेटेड उ.प्र.का. सोल्डर टाइटल।

	6. व्हीसिल के साथ एक नेवी ब्लू व्हीसिल कार्ड (गढ़वाल टाइप)। 7. सफेद फीटिंग्स ब्राउन लेदर क्रास बेल्ट (सैम ब्राउन बेल्ट)। 8. नेवी ब्लू टेरीकाट टाई (अंतिम छोर पर 11.5 सेमी. चौड़ी)। 9. खाकी कॉटन पॉपलिन शर्ट। 10. काली नाम पट्टिका (हिन्दी में)। 11. ब्राउन एंकेल बूट (पुलिस पैटर्न)। 12. खाकी नॉयलान मोजे (डबल हील व टो)। 13. उ.प्र.का. क्रेस्ट युक्त केन। **दैनिक कार्य ड्रेस** 1. खाकी ऊनी एंगोला क्लाथ शर्ट एवं सर्ज पैंट (पुलिस पैटर्न)। या पूरी आस्तीन की खाकी टेरीकाट शर्ट एवं पैंट (पुलिस पैटर्न)। 2. एक जोड़ी कॉलर बैंड (छोटे आकार के) आई.पी.एस. अधिकारी पैटर्न के अनुसार परन्तु अशोक बटन के साथ (पाँच साल से अधिक की वरिष्ठ अधीक्षक के रूप में सेवा करने पर)। 3. एक जोड़ी सफेद निकिल–प्लेटेड पाँच–प्वाइंटेड स्टार एवं एक जोड़ी सफेद निकिल–प्लेटेड राज्य–प्रतीक। 4. काला रेशमी बैंड एवं सफेद मेटल विभागीय पी कैप बैज के साथ खाकी बरथिया क्लाथ की पी कैप या सफेद मेटल विभागीय बैज के साथ ब्लू ऊनी बेरेट कैप। 5. एक जोड़ी सफेद निकिल–प्लेटेड उ.प्र.का. सोल्डर टाइटल। 6. व्हीसिल के साथ एक नेवी ब्लू व्हीसिल कार्ड (गढ़वाल टाइप)। 7. उ.प्र.का. क्रेस्ट के साथ ब्राउन लेदर या वेब बेल्ट। 8. काली नाम पट्टिका (हिन्दी में)। 9. खाकी नॉयलान मोजे (डबल हील एवं टो)। 10. ब्राउन डर्वी शूज (पुलिस पैटर्न)। 11. "Y" नेक ओलिव ग्रीन जर्सी दो बटन एवं बांह तथा कंधे पर लेदर के साथ (दोहरी सिलाई)। 12. उ.प्र.का. क्रेस्ट के साथ केन।
वरिष्ठ अधीक्षक (ग्रेड-II) एवं समकक्ष अधिकारी यूनीफार्म	**1209.** उपरिवर्णित पैराग्राफ 1208 में वरिष्ठ अधीक्षक ग्रेड–I के लिए निर्धारित यूनीफार्म के अतिरिक्त वरिष्ठ अधीक्षक (ग्रेड-II) एवं वरिष्ठ अधीक्षक (ग्रेड-I) पाँच साल की सेवा पूर्ण करने के पश्चात् निम्नलिखित का प्रयोग करेंगे– 1. दो जोड़ी सफेद निकिल–प्लेटेड पाँच–प्वाइंटेड स्टार एवं एक जोड़ी सफेद निकिल–प्लेटेड राज्य–प्रतीक। 2. एक जोड़ी कॉलर बैंड (बड़ा आकार) आई.पी.एस. अधिकारी पैटर्न के अनुसार परन्तु सफेद अशोक बटन के साथ। 3. खाकी बरथिया क्लाथ पी कैप साथ में नीला ऊनी बैंड एवं सफेद जरी इम्ब्राइडेड विभागीय पी कैप बैज या सफेद जरी इम्ब्राइडेड विभागीय बैज के साथ नीली ऊनी बेरेट कैप।
अधीक्षक की यूनीफार्म	**1210.** जेल अधीक्षक की यूनीफार्म होगी– समारोह, वी.आई.पी. ड्यूटी एवं अन्य महत्वपूर्ण उत्सवों हेतु– 1. खाकी ऊनी ड्रिल गबरडीन क्लाथ ट्यूनिक (कोट और पैन्ट) (पुलिस पैटर्न)। या खाकी ऊनी एंगोला क्लाथ शर्ट एवं सर्ज पैन्ट (पुलिस पैटर्न)।

	या पूरी आस्तीन की खाकी टेरीकॉट क्लाथ की शर्ट एवं पैन्ट (पुलिस पैटर्न)। 2. सफेद अशोक बटन (चार मध्यम आकार एवं छः छोटे आकार के) ट्यूनिक हेतु। 3. सफेद मेटल विभागीय पी कैप बैज के साथ खाकी बरथिया क्लाथ पीक पैक। 4. एक जोड़ी सफेद निकिल–प्लेटेड राज्य–प्रतीक (एक जोड़ी पांच–प्वाइंटेड स्टार 10 वर्ष की सेवा पूर्ण होने के पश्चात्)। 5. एक जोड़ी सफेद निकिल–प्लेटेड उ.प्र.का. शोल्डर टाइटल। 6. व्हीसिल के साथ नेवी ब्लू व्हीसिल कार्ड (गढ़वाल टाइप)। 7. सफेद फिटिंग्स ब्राउन लेदर क्रास बेल्ट (सैम ब्राउन बेल्ट)। 8. नेवी ब्लू टेरीकॉट टाई (अंतिम छोर पर 11.5 सेमी. चौड़ी)। 9. खाकी कॉटन पॉपलीन क्लाथ शर्ट। 10. काली नाम पट्टिका (हिन्दी में)। 11. खाकी नॉयलान मोजे (दोहरी हील एवं टो)। 12. उ.प्र.का. क्रेस्ट के साथ केन। 13. ब्राउन डर्बी शूज (पुलिस पैटर्न)। **दैनिक कार्य ड्रेस** 1. खाकी ऊनी एंगोला क्लाथ शर्ट एवं सर्ज पैन्ट (पुलिस पैटर्न)। या पूरी आस्तीन की खाकी टेरीकाट क्लाथ शर्ट एवं पैन्ट (पुलिस पैटर्न)। 2. सफेद मेटल विभागीय बैज के साथ खाकी बरथिया क्लाथ पीक कैप या विभागीय सफेद मेटल बैज के साथ नीली ऊनी बेरेट कैप। 3. एक जोड़ी निकिल–प्लेटेड राज्य–प्रतीक। 4. एक जोड़ी सफेद निकिल प्लेटेड उ.प्र.का. शोल्डर टाइटल। 5. व्हीसिल के साथ नेवी ब्लू व्हीसिल कार्ड (गढ़वाल टाइप) 6. उ.प्र.का. क्रेस्ट के साथ सफेद फिटिंग्स ब्राउन लेदर या वेब बेल्ट। 7. काली नाम पट्टिका (हिन्दी में)। 8. खाकी नायलान मोजे (डबल हील एवं टो)। 9. उ.प्र.का. क्रेस्ट के साथ केन। 10. ब्राउन डर्बी शूज (पुलिस पैटर्न)। 11. "Y" नेक ओलिव ग्रीन जर्सी साथ में दो बटन तथा बांह एवं कंधे पर लेदर के साथ (दोहरी सिलाई)। **टिप्पणी–** खेल–कूद में भाग लेते समय अधिकारी सामने की ऊपरी बां पॉकेट के पर उ.प्र.का. क्रेस्ट के साथ ब्लू ब्लेजर धारण करेंगे।

जेलर की यूनीफार्म	**1211.**जेलर की यूनीफार्म होगी– समारोह, वी.आई.पी. ड्यूटी एवं अन्य महत्वपूर्ण उत्सवों हेतु– 1. खाकी ऊनी बरथिया क्लाथ ट्यूनिक (कोट और पैन्ट) (पुलिस पैटर्न) एवं क्रास बेल्ट। या खाकी ऊनी एंगोला क्लाथ शर्ट एवं सर्ज पैन्ट (पुलिस पैटर्न)। या

	पूरी आस्तीन की खाकी टेरीकाट क्लाथ शर्ट एवं पैन्ट (पुलिस पैटर्न) 2. सफेद मेटल फिटिंग्स ब्राउन लेदर बेल्ट (सैम ब्राउन बेल्ट)। 3. ब्राउन डर्वी शूज (पुलिस पैटर्न) 4. विभागीय स्टील–प्लेटेड क्रेस्ट के साथ खाकी बरथिया क्लाथ पी कैप। 5. एक जोड़ी निकिल–प्लेटेड सफेद उ.प्र.का. सोल्डर टाइटल। 6. तीन जोड़ी सफेद निकिल–प्लेटेड पाँच–प्वाइंटेड स्टार। 7. व्हीसिल के साथ एक नेवी ब्लू व्हीसिल कार्ड (गढ़वाल टाइप)। 8. काली नाम पट्टिका (हिन्दी में) (8.5 × 1.58 सेमी.) 9. खाकी नायलान मोजे (डबल हील एवं टो)। 10. बैटन– 60 सेमी. × 4 सेमी.। 11. खाकी काटन पॉपलीन क्लाथ शर्ट । 12. सफेद फिटिंग्स ब्राउन क्रास बेल्ट (सैम ब्राउन बेल्ट)। 13. नेवी ब्लू टेरीकाट टाई (अंतिम छोर पर 11.5 सेमी. चौड़ी)। **दैनिक कार्य ड्रेस** 1. खाकी ऊनी एंगोला क्लाथ शर्ट एवं सर्ज पैन्ट (पुलिस पैटर्न)। या पूरी आस्तीन की खाकी टेरीकाट क्लाथ शर्ट एवं पैन्ट (पुलिस पैटर्न)। 2. सफेद मेटल फिटिंग्स के साथ ब्राउन लेदर या वेब बेल्ट। 3. ब्राउन डर्वी सूज (पुलिस पैटर्न)। 4. "Y" नेक ओलिव ग्रीन जर्सी में दो बटन एवं बांह तथा कंधे पर लेदर के साथ (दोहरी सिलाई)। 5. तीन जोड़ी सफेद निकिल–प्लेटेड पाँच–प्वाइंटेड स्टार। 6. काले बार्डर एवं विभागीय क्रेस्ट के साथ ब्लू ऊनी बेरेट कैप। 7. एक जोड़ी निकिल प्लेटेड सफेद उ.प्र.का. सोल्डर टाइटल। 8. व्हीसिल के साथ एक नेवी ब्लू व्हीसिल कार्ड (गढ़वाल टाइप)। 9. काली नाम पट्टिका (हिन्दी में) (8.5 सेमी. × 1.58 सेमी.) 10. खाकी नायलान मोजे (डबल हील एवं टो) 11. बैटेन– 60 सेमी. × 4 सेमी.।
डिप्टी जेलर की यूनीफार्म	**1212.** डिप्टी जेलर की यूनीफार्म जेलर की यूनीफार्म के समान होगी सिवाय ट्यूनिक के। डिप्टी जेलर विभागीय रंगों के रिबन कंधों के स्ट्रैप पर भी धारण करेंगे। **यूनीफार्म कब धारण की जायेगी–** (क) रविवार, जेल अवकाश एवं अन्य राजपत्रित अवकाशों के अतिरिक्त सभी वरिष्ठ अधिकारी गार्ड के निरीक्षण, न्यायालयों में उपस्थिति एवं सुबह की पारी 10AM से 02 PM के दौरान यूनीफार्म धारण करेंगे। (ख) कार्यकारी अधिकारी जेल खुलने एवं जेल बंद होने के दौरान यूनीफार्म पहनने से मुक्त हैं। (ग) हथियार बंद सैनिकों की परेड के अवसर पर दर्शक की भांति उपस्थित अधिकारियों को निर्धारित यूनीफार्म धारण करना होगा। (घ) ऐसे अवसरों जिन पर मिलिट्री अधिकारी अपने मेडल कार्य यूनीफार्म पर धारण करेंगे, अधिकारीगण मेडल एवं डेकोरेशन्स अपनी कार्य ड्रेस के साथ धारण

	करेंगे। (ड) अधिकारीगण वर्ष में समय के अनुसार उपयुक्त परिधान धारण करेंगे, सामान्य रूप से ग्रीष्म यूनीफार्म 15 मार्च से 15 अक्टूबर तथा शीतकालीन यूनीफार्म 16 अक्टूबर से 14 मार्च। यह प्राविधान सभी रैंकों पर लागू होती है। (च) कार्यपालक अधिकारियों को छोड़कर अन्य सभी रैंक समस्त कर्तव्यों के दौरान अनिवार्य रूप से यूनीफार्म धारण करेंगे। (छ) अधिकारियों की यूनीफार्म सभी तरह से प्रस्तुति योग्य एवं अच्छी स्थिति में होगी। (ज) किसी भी सूचित निरीक्षण या जब कभी महामहिम श्री राज्यपाल जिले में उपस्थित हों के अवसर पर।
पुरुष वार्डर की यूनीफार्म निम्नलिखित सामग्री सम्मिलित होगी	**1213.** 1. खाकी टेरीकाट शर्ट एवं पैन्ट। या 2. खाकी एंगोला शर्ट एवं सर्ज पैन्ट। 3. खाकी जैकेट या "Y" नेक की जर्सी 4. पीतल के बैज उ.प्र.का. के साथ खाकी फोर्ज कैप/साफा। 5. खाकी काटन मोजे/ऊनी मोजे। 6. रेन कोट। 7. आर.ए.एफ. डर्वी जूते/जंगल शूज। 8. उ.प्र.कारागार के पीतल क्रेस्ट के साथ 5.5 सेमी. चौड़ी खाकी बेल्ट। 9. होज स्टाप 10. एंकेल्ट्स 11. व्हीसिल कार्ड (ब्राउन गढ़वाल टाइप) 12. व्हीसिल 13. काली नाम पट्टिका (हिन्दी में)
महिला वार्डर की यूनीफार्म	**1214.** महिला वार्डर की यूनीफार्म एवं सज्जा निम्नलिखित सामग्रियों युक्त होगी– 1. खाकी सलवार सूट दुपट्टे के साथ, या 2. खाकी टेरीकाट शर्ट एवं पैन्ट या 3. खाकी एंगोला शर्ट एवं सर्ज पैन्ट। 4. उ.प्र.का. पीतल बैज के साथ ब्राउन ऊनी बेरेट कैप 5. "Y" नेक की खाकी ऊनी जर्सी या खाकी जैकेट। 6. खाकी सूती मोजे या ऊनी मोजे। 7. रेन कोट 8. लेडीज ब्लैक बेली जूते। 9. व्हीसिल कार्ड (ब्राउन गढ़वाल टाइप) 10. व्हीसिल 11. काली नाम पट्टिका (हिन्दी में) **टिप्पणी–** i. महिला वार्डर सलवार सूट दुपट्टा या पैन्ट शर्ट धारण करेंगी। ii. खाकी शर्ट एवं एंगोला शर्ट पुरुष वार्डर के समान होगी। iii. 10 वर्ष की सेवा पूर्ण करने पर एक सफेद पट्टी, 16 वर्ष की सेवा पूर्ण

करने पर 2 सफेद पट्टियां एवं 26 वर्ष की सेवा पूर्ण करने पर 3 सफेद पट्टियां वार्डर कैडर के कर्मचारीगण धारण करेंगे।

हेड वार्डर की यूनीफार्म

1215. हेड वार्डर की यूनीफार्म वार्डरों के लिए विहित यूनीफार्म के समान होगा, जिसमें निम्नलिखित परिवर्द्धन होगा :

शोल्डर स्ट्रैप पर एक पांच–प्वाइंटेड पीली मेटल स्टार। हेड वार्डर द्वारा पट्टियां धारण नहीं की जायेंगी।

वार्डर स्टाफ को यूनीफार्म की निश्चित सामग्रियाँ निःशुल्क प्रदान किया जाना

1216. वार्डर स्टाफ के प्रत्येक सदस्य को यूनीफार्म की निम्नलिखित सामग्रियाँ निःशुल्क प्रदान की जायेगी–

क्र.सं.	सामग्री का नाम	मात्रा	नवीकरण की अवधि
1	रेन कोट	एक	05 वर्ष
2	खाकी जैकेट	एक	05 वर्ष
3	एंक्लेट	एक जोड़ी	03 वर्ष
4	छाता	एक	03 वर्ष
5	लोहे का बॉक्स	एक	सेवाकाल में एक बार

टिप्पणी–

(क) यूनीफार्म की अन्य सामग्रियों हेतु वार्डर कैडर के प्रत्येक सदस्य को नियुक्ति के समय यूनीफार्म भत्ते प्रदान किये जायेंगे। इसके पश्चात् नवीनीकरण एवं रख–रखाव, सरकार द्वारा निर्गत आदेशों के अनुसार होंगे।

(ख) वार्डरों को आपूर्तित लोहे का बॉक्स जेल फैक्ट्रियों में निर्मित होंगे।

वार्डरों को निर्गत सामग्रियों का रिकार्ड

1217. (क) वार्डरों को एक यूनीफार्म टिकट आपूर्ति किया जायेगा जिसमें यूनीफार्म के प्रत्येक सामग्री के निर्गत करने का दिनांक एवं अन्य दूसरी सामग्रियाँ जो राज्य के खर्च पर आपूर्तित की गयी हैं अभिलिखित की जायेंगी। वे अन्य जेल को स्थानांनतरण पर यह टिकट अपने साथ ले जायेंगे।

(ख) वार्डर यूनीफार्म के निस्तारण एवं प्राप्ति के सम्पूर्ण लेखे–जोखे का रख–रखाव रजिस्टर नं.–37 में किया जायेगा।

यूनीफार्म एवं साज–सज्जा का उचित उपयोग

1218.

(क) बर्हिकारा गार्ड का हेड वार्डर प्रभारी समस्त वार्डरों को यूनीफार्म एवं साज–सज्जा के समुचित् प्रयोग एवं यूनीफार्म धारण करने के तरीके तथा पगड़ी बांधने के सम्बन्ध में निर्देश देगा।

(ब) अन्तरवस्त्रों के कफ एवं कॉलर यूनीफार्म पहनने पर दृष्टिगोचर नहीं होने चाहिए, जब वार्डर यूनीफार्म में हों।

यूनीफार्म उपयोग के सम्बन्ध में निश्चित

1219. (क) रविवार, जेल अवकाश एवं अन्य राजपत्रित अवकाशों के अतिरिक्त सभी वरिष्ठ अधिकारी गार्ड के निरीक्षण, न्यायालयों में उपस्थिति एवं सुबह की पारी 10AM से 02 PM के दौरान यूनीफार्म धारण करेंगे।
(ख) कार्यकारी अधिकारी जेल खुलने एवं जेल बंद होने के दौरान यूनीफार्म

दिशा–निर्देश	पहनने से मुक्त हैं। (ग) हथियार बंद सैनिकों की परेड के अवसर पर दर्शक के रूप में उपस्थित अधिकारी निर्धारित यूनीफार्म धारण करेंगे। (घ) ऐसे अवसरों, जिन पर मिलिट्री अधिकारी अपने मेडल कार्य यूनीफार्म पर धारण करेंगे, अधिकारीगण मेडल एवं सज्जा अपनी कार्य ड्रेस के साथ धारण करेंगे। (ड) अधिकारीगण वर्ष में समय के अनुसार उपयुक्त परिधान धारण करेंगे सामान्तया ग्रीष्म यूनीफार्म 15 मार्च से 15 अक्टूबर तथा शीतकालीन यूनीफार्म 16 अक्टूबर से 14 मार्च यह प्राविधान सभी रैंकों पर लागू होगा। (च) कार्यपालक अधिकारियों को छोड़कर सभी रैंक के अधिकारी सामान्य कर्तव्य के दौरान अनिवार्यतः यूनीफार्म धारण करेंगे। (छ) अधिकारियों की यूनीफार्म सभी तरह से आकर्षक एवं अच्छी स्थिति में होगी। (ज) वार्डर आंशिक रूप से यूनीफार्म में एवं आंशिक रूप से निजी परिधान को धारण कर अपना निवास स्थान नहीं छोड़ेंगे। ड्यूटी के दौरान वे उचित एवं सही ड्रेस धारण करेंगे और ऑफ ड्यूटी होने पर वे या तो पूर्ण यूनीफार्म पहनेंगे या निजी परिधान धारण करेंगे। बिना हेडगेअर (टोपी) एवं बेल्ट के यूनीफार्म पूर्ण नहीं होगी।
स्थानानंतरण पर सामग्रियों को ले जाया जाना	**1220.** एक जेल से दूसरी जेल को स्थानांतरण पर वार्डर अपने साथ अपनी किट की समस्त सामग्रियाँ ले जायेगा।

अध्याय–53

सामग्रियों की खरीद एवं भण्डारण

केंद्रीय अन्न क्रय समिति के कार्य और उसका संगठन	1221. (1) निम्नलिखित सदस्यों से बनी हुई एक केंद्रीय अन्न क्रय समिति, राज्य सरकार को जेल की आवश्यकताओं के लिए जेल में भण्डारण करने के वास्ते अन्य वस्तुए क्रय करने के उपयुक्त समय, अवधि जिसके निमित्त विभिन्न प्रकार के अन्न इत्यादि प्रिजनर्स के प्रयोग हेतु क्रय किये जायेंगे, शर्ते जिन पर निविदा मांगी जायेगी एवं करार किये जायेंगे तथा अन्य समान मामलों पर परामर्श देगी– (एक) अपर मुख्य सचिव अथवा प्रमुख सचिव जेल– अध्यक्ष (दो) सचिव, खाद्य एवं नागरिक आपूर्ति अथवा उनके द्वारा नामित विशेष सचिव से अन्यून स्तर का अधिकारी (तीन) महानिदेशक, कारागार उत्तर प्रदेश; (चार) निबंधक, सहकारी समितियां, उत्तर प्रदेश, अथवा उनके प्रतिनिधि; (पॉच) कृषि निदेशक, उत्तर प्रदेश, अथवा उनके प्रतिनिधि, जो उपनिदेशक स्तर से नीचे के नहीं हो सकेंगे; (छ) राज्य सरकार द्वारा प्रतिवर्ष नामनिर्दिष्ट दो अशासकीय सदस्य; समिति की बैठक का प्रबंध महानिदेशक (कारागार) द्वारा किया जायेगा जो इसका सचिव भी होगा; (2) महानिदेशक कारागार प्रत्येक वर्ष मार्च के महीने में सभी जेल अधीक्षकों को समिति की सलाह के साथ जैसा कि राज्य सरकार द्वारा अनुमोदित हो अन्न क्रय एवं अन्य सामग्रियों के क्रय के सम्बन्ध में निर्देश जारी करेंगे।
स्थानीय क्रय समिति के कार्य एवं उनका संगठन	1222. (क) प्रत्येक जिले में जेल की आवश्यकताओं की सामग्रियों का क्रय निम्नलिखित सदस्यों से बनी हुई स्थानीय समिति द्वारा नियंत्रित की जायेगी : i. जिला मजिस्ट्रेट या उनके द्वारा नामित एक मजिस्ट्रेट; ii. वरिष्ठ अधीक्षक या अधीक्षक; iii. उप क्षेत्रीय विपणन अधिकारी; iv. जिला पूर्ति अधिकारी; v. जिला मजिस्ट्रेट द्वारा नामित दो अशासकीय सम्मानित व्यक्ति, अधिमानतः एक व्यवसायी जो परोक्ष या अपरोक्ष रूप से जेल संविदा से सम्बन्धित न हो; **(ख) बैठक की अध्यक्षता :** समिति की बैठकों में, जिला मजिस्ट्रेट जब वह उपस्थित हो, समिति की अध्यक्षता करेंगे, और उनकी अनुपस्थिति में वरिष्ठ अधीक्षक या अधीक्षक जैसी भी दशा हो सके, बैठक की अध्यक्षता करेंगे। जहाँ एक जिले में दो या अधिक जेल हैं जेल की आवश्यकता की सामग्रियों का क्रय वास्ते भण्डारण, स्थानीय

	समिति द्वारा केंद्रीय आधार पर की जायेगी। **(ग) कोरमः** स्थानीय क्रय समिति की बैठक के लिए कोरम तीन सदस्यों का होगा जिसमें कम से कम एक अशासकीय सदस्य होना चाहिए। कोरम के अभाव में जब कोई बैठक स्थगित हो जाये एक नोटिस आगामी बैठक की तिथि एवं समय को सूचित करते हुए, सभी सदस्यों को तामील की जानी चाहिए। यदि स्थगित बैठक में अन्य सदस्य पुनः नहीं आते हैं तो जिला मजिस्ट्रेट या उनके प्रतिनिधि एवं वरिष्ठ अधीक्षक या अधीक्षक जैसा भी दशा हो उक्त कार्य को संपादित कर सकेंगे। **(द) कार्यवृत्त का अभिलेखन :** स्थानीय समिति की कार्यवृत्त का अभिलेखन, जहाँ पर केंद्रीय कारागार हैं, केंद्रीय कारागार के वरिष्ठ अधीक्षक द्वारा किया जायेगा, एवं वहाँ जहाँ पर केवल जिला जेल हैं, जिला जेल के अधीक्षक द्वारा किया जायेगा।
निविदाएं और नमूने	1223. अधीक्षक भण्डार क्रय नियमों (स्टोर परचेज रूल्स) के अनुसार मुहरबंद निविदाएं आमंत्रित करेगा। अर्नेस्ट मनी के साथ की निविदाएं स्थानीय समिति के सदस्यों की उपस्थिति में एवं ऐसे निविदाकारों जो उपस्थित रहने की इच्छा कर सकेंगे, की उपस्थिति में खोले जायेंगे। स्थानीय समिति निविदा सामग्रियों के नमूनों की परीक्षा कर सकेगी और इन्हें निविदाकारों के समक्ष मुहरबंद करेगी। निविदा स्वीकृत होने की दशा में नमूने जेलर की अभिरक्षा में सुरक्षित रखे जायेंगे।
निविदा स्वीकृति के लिए प्रक्रिया	1224. (क) जेलर करेगा : i. एक निविदा रजिस्टर एवं अर्नेस्ट मनी रजिस्टर का अनुरक्षण। ii. सभी वैध निविदाओं की सामग्रियों की दरों का एक तुलनात्मक चार्ट बनायेगा जो कि समिति के सभी उपस्थित सदस्यों एवं निविदाकारों दाताओं द्वारा आद्यक्षरित हो; (ख) समिति करेगी : i. जेलर द्वारा प्रस्तुत दरों के साथ सामग्रियों की दरों की तुलना; ii. मूल्य तुलना के लिए अन्य उपायों की समीक्षा कर सकेगी; iii. कारण दर्शाते हुए कोई अथवा सभी निविदाएं निरस्त कर सकेगी;
निविदा स्वीकृत होने पर करार एवं जमा	1225. (क) ठेकेदार जिनकी निविदाएं स्वीकृत कर ली गयी हैं को ऐसे प्रपत्र में एक करार करना होगा एवं भण्डार क्रय नियमों (स्टोर परचेज रूल्स) के अनुसार ऐसी प्रतिभूति जमा करनी होगी जो कि अधीक्षक द्वारा तय किया जा सकेगा। (ख) (i) छोटी संविदाओं के प्रकरणों में जैसा कि भण्डार क्रय नियमों में परिभाषित है, अधीक्षक के स्वयं से संतुष्ट होने पर कि संविदा की शर्तें यथोचित रूप से तथा विश्वसनीयता से ठेकेदार द्वारा पालन की गयी हैं, प्रतिभूति, वापस कर दी जायेगी। (ii) बड़ी संविदाओं के प्रकरणों में जैसा कि भण्डार क्रय नियमों में परिभाषित है, प्रतिभूति सामान्तयः संविदा के समाप्त होने के छः महीने पश्चात् एवं अधीक्षक के स्वयं से संतुष्ट होने पर कि संविदा की शर्तें यथोचित रूप से तथा विश्वसनीयता से ठेकेदार द्वारा पालन की गयी हैं, वापस कर दी जायेंगी। प्रतिभूति धन कही

	गयी छः महीने की अवधि समाप्त होने से पूर्व, ठेकेदार को वापस की जा सकती है। इस सम्बन्ध में अपनायी गयी प्रकिया उ0प्र0 प्रोक्योरमेंट मैनुअल के प्राविधानों के अनुसार होना चाहिए।
निविदा एवं सामग्री क्रय के लिए वैकल्पिक प्रक्रिया	1226. जेलों के लिए अपेक्षित सामग्रियों के खरीद के लिए उपरिवर्णित नियमों एवं निविदाओं को राज्य सरकार द्वारा समय–समय पर दिये गये निर्देशों एवं अन्य नियमों से किया जा सकता है। राज्य सरकार जेलों में अपेक्षित सामग्रियों के क्रय के लिए वैकल्पिक प्रक्रिया के वास्ते, निर्देशों को भी जारी कर सकती है। टिप्पणी–तत्समय प्रचलित क्रय नियमों से संबंधित नियम एवं शर्ते लागू होंगी।
अनाज की सफाई इत्यादि में हानि	1227. अनाज में सफाई हानि अधीक्षक द्वारा अनुमन्य की जायेगी जैसा कि यह वास्तविक रूप से अनाज की सफाई करने की प्रक्रिया में घटित होती है, परंतु यह संविदा के करार में निर्धारित धूल एवं अन्य अनाज इत्यादि के प्रतिशत, से ज्यादा की नहीं होगी। परंतु जब अनाज जो कि संविदा के करार की शर्तों द्वारा अपेक्षित मानक या वांछित शुद्धता से निम्न स्तर का है धूल, विदेशी अनाज, इत्यादि के लिए वांछित कटौती करने के बाद, आपूर्ति हेतु स्वीकार किया जाता है, आपूर्तित अनाज का सकल भार भण्डार रजिस्टर में दर्ज किया जायेगा और अधीक्षक द्वारा अनुमन्य की गयी हानि, जैसा कि यह सफाई प्रक्रिया में वास्तविक रूप से होती है, ठेकेदार के बिल से कटौती कर ली जायेगी। जब कभी वास्तविक हानि का प्रतिशत, ठेकेदार के बिल से की गयी कटौती से ज्यादा की है, महानिदेशक (कारागार) को सूचना दी जायेगी और वह जैसा कि आवश्यक समझे, ऐसी अतिरिक्त हानि की अनुमति दे सकेंगे।
अनाज का निरीक्षण	1228. अधीक्षक जेल के लिए खरीदे गये सभी अनाजों का क्रय के समय निरीक्षण करेंगे और यह निगरानी करने के लिए उत्तरदायी होंगे कि वह अच्छा है और निविदा में विहित शर्तों के अनुसार है।
अनाजों की तौल एवं सुरक्षित अभिरक्षा	1229. स्टोर–कीपर के साथ जेलर, भण्डारित अनाज की तौल एवं सुरक्षित अभिरक्षा के लिए उत्तरदायी होंगे।
बीजक	1230. प्रत्येक प्रेषित माल के साथ विक्रेता दो प्रतियों में, बोरों की संख्या एवं पैकिंग तथा प्रत्येक तरह की आपूर्तित सामग्री का कुल परिमाण मात्र के साथ, बीजक प्रस्तुत करेगा।
जेल के द्वार पर खरीदी गयी सामग्रियों की प्राप्ति पर प्रक्रिया	1231. जेल के द्वार पर सामग्रियों के पहुंचने पर द्वारपाल बोरों की एवं पैकिंग की सही–सही संख्या की प्रविष्टि द्वार–पंजी में करेगा। बोरों एवं पैकिंग पर उनके छेड़छाड़ से बचाने के लिए, सतर्कतापूर्वक निगरानी रखी जायेगी। ऐसी सभी सामग्रियों की तौल एवं परीक्षा स्टोर–कीपर द्वारा की जायेगी और वह बीजक हस्तक्षरित करेगा, इसकी एक प्रति विक्रेता को पावती के रूप में वापस कर दी जायेगी।
सामग्री संग्रह के लिए नियम	1232. सभी सामग्रियां ऐसे स्थान एवं तरीके से भण्डारित की जायेंगी, जिसे उनकी गुणवत्ता प्रतिकूल रूप से प्रभावित न हो।
व्यय भण्डारों को	1233. जब अन्न या दूसरी सामग्रियां व्यय भण्डार के लिए या व्यय भण्डार से

एवं व्यय भण्डारों से आपूर्ति	अपेक्षित हैं, सम्बन्धित अधिकारी एक मांग पत्र तैयार करेगा एवं जेलर के माध्यम से अधीक्षक को प्रस्तुत करेगा। जेलर मांगपत्र के आंकड़ों एवं ऐसी सामग्रियों की आवश्यकता से स्वयं संतुष्ट होने के पश्चात्, मांगपत्र, अधीक्षक को स्वीकृति हेतु अग्रसारित करेगा। प्राप्ति एवं व्यय की प्रविष्टियां जारी करने वाले एवं प्राप्त करने वाले द्वारा आद्यक्षरित की जायेंगी। ऐसे सभी मांगपात्रों की प्रतियां संख्याकित की जायेगी एवं अभिलेख हेतु रखी जायेंगी। ऐसे मांगपात्रों की संख्या एवं तिथि निर्गम रजिस्टर में दर्ज की जायेंगी।
स्टाक की माप–तौल	1234. जेलर अन्न व्यय भण्डार में कम से कम 50 प्रतिशत सामग्रियों एवं अन्य भण्डारों में कम से कम 30 प्रतिशत सामग्रियों की माह में एक बार अनिश्चित अंतराल में माप तौल करेगा तथा अपनी रिपोर्ट–पुस्तिका में परिणाम लाल स्याही से अभिलेखित करेगा।

भण्डारण लेखा	1235. जेलर निर्धारित रजिस्टर में भण्डारण लेखा का अनुरक्षण करेगा जिसमें अन्न की मात्राएं एवं अन्य सामग्रियां, विभिन्न भण्डारों में रखी गयी तथा स्टोरों से जारी की गयी अलग–अलग दर्शायी जायेंगी। जेलर डिब्बे (बिन्स) में अन्न की मात्रा उस डिब्बे (बिन्स) के ढक्कन पर अभिलिखित करेगा। वह प्रत्येक डिब्बे पर उसमें संग्रह की गई सामग्री की मात्रा, जारी किये गये एवं शेष की मात्र दर्शाते हुए एक टिकट भी अनुरक्षित करेगा।
स्टोर के भारसाधक अधिकारी के स्थानांतरण पर अन्न एवं दूसरी सामग्रियों के स्टाक की जांच	1236. जब भारसाधक अधिकारी या स्टोर–कीपर का स्थानांतरण हो, अधीक्षक स्वयं को संतुष्ट करेगा कि अन्न का स्टाक एवं दूसरी सामग्रियों की माप–तौल की जा चुकी हैं, भारमुक्त तथा भारमोचक अधिकारियों द्वारा जाँची जा चुकी है और सही पायी गयी हैं। ऐसी रिपोर्ट जेलर की रिपोर्ट बुक में, व रजिस्टर नं0 82 में अभिलिखित की जायेगी तथा सभी सम्बन्धित अधिकारियों द्वारा हस्तक्षरित होगी। यदि किन्हीं कारणों से चार्ज का प्रदान स्टोर के भारसाधक अधिकारी द्वारा अपनी उपस्थिति में नहीं हो सका है, अधीक्षक, समस्त सामग्रियों की सूची, उनके विवरण के साथ तैयार करायेगा।

अध्याय–54

कार्य

कार्यों का वर्गीकरण	1237. **प्रिजन्स में कार्य निम्न शीर्षकों के अन्तर्गत आते हैं–** (क) **मूल निर्माण कार्यः** मूल निर्माण कार्यों के अन्तर्गत सभी नये निर्माण कार्य चाहे पूर्णतयः नया निर्माण कार्य हो या इसके बाद के क्लाज (ब) में निहित के अलावा; मौजूदा कार्यों में जोड़ने या परिवर्तन करने; नई खरीदी गयी या पूर्व में परित्यक्त भवनों को उनके उपयोग में लाने के लिए अपेक्षित कार्य, शामिल हैं। **(ख) मरम्मत और रखरखाव का काम :** मरम्मत और रखरखाव के काम में पेंटिंग, सफेदी करना एवं जेल भवनों के सिविल के मरम्मत कार्य, विद्युत एवं सार्वजनिक स्वास्थ्य कार्य जो भवनों के जीवन और स्थिति को सुधारने के लिए अपेक्षित हो, शामिल होंगे। सिविल मेशनरी मरम्मतों, स्टील ग्रिल और लकड़ी के कार्य, पाइप लाइन का कार्य और जल आपूर्ति, सीवर लाइन, शौचालयों, टूटी हुई शौचालय सीट का बदलना, पानी की टोटियां, विद्युत लाइन, विद्युत फिटिंग, पंखों की रिवाइडिंग, सड़क की बत्तियां, निगरानी उपकरणों इत्यादि की मरम्मत एवं रखरखाव, बजट आकलन में शामिल होंगे एवं इस तरह की सुविधाओं के दैनिक रखरखाव के अलावा, रखरखाव प्रत्येक वर्ष किया जायेगा।
मुख्यालय पर इंजीनियरिंग सेल	1238. एक अधिशाषी अभियंता, सहायक अभियंता एवं कनिष्ठ अभियंताओं को शामिल करके एक इंजीनियरिंग सेल मुख्यालय पर होगा, जो जिम्मेवार होगा– (क) अधीक्षक के परामर्श से नये कार्यों एवं मरम्मत कार्यों के आकलन को बनाने के लिए; (ख) नये कार्यों एवं मरम्मत कार्यों के आकलन का समय पर परीक्षा एवं स्वीकृति के लिए समय से प्रस्तुत करने के लिए;

	(ग) कार्य का बिना अनावश्यक विलंब के क्रियान्वयन के लिए; (घ) सुनिश्चित करना कि बिल्डिंग संरक्षण एवं विभाग के कार्यों हेतु उचित उपाय किये जाते हैं तथा शासकीय भूमि पर अतिक्रमण को रोकना के लिए; (ड) प्रत्येक जेल का निरीक्षण करना एवं भवनों की स्थिति एवं कार्यों का सम्परीक्षा करना; (च) नये कार्यों का विभिन्न अंतराल पर, यह सुनिश्चित करने के लिए कि निर्माण एजेंसियों द्वारा गुणात्मक एवं तकनीकी विशिष्टताओं का पालन किया जा रहा है, निरीक्षण करना;
नवीन जेल भवनों के निर्माण के लिए मानक	1239. सभी नवीन कारागार के भवनों का निर्माण सामान्तयः महानिदेशक कारागार द्वारा सार्वजनिक निर्माण विभाग के परामर्श के साथ, तय किये गये मानकों पर आधारित होगी। इस सम्बन्ध में महानिदेशक कारागार भवनों एवं कार्यो पर एक हैण्डबुक जारी करेंगे।
प्रशासनिक मंजूरी के लिए महानिरीक्षक की शक्ति	1240. महानिदेशक कारागार, राज्य सरकार द्वारा तय की गयी कास्टिंग की सीमा तक के मूल नये कार्यों के प्रोजेक्ट को प्रशासनिक मंजूरी प्रदान करने के लिए सशक्त हैं।

मामूली और खुदरा कार्यों एवं रखरखाव तथा मरम्मत के लिए एक मुश्त विनियोग	1241. समुचित जेल बजट के उचित शीर्षक के अंतर्गत मामूली और खुदरा कार्यों एवं मरम्मत व रखरखाव के लिए एक मुश्त विनियोग किया जायेगा तथा महानिदेशक कारागार, स्वीकृत अनुदान के अतंर्गत, स्वीकृत आकलन के विरूद्ध, निधि, आवंटित करने के लिए अधिकृत हैं। वार्षिक मरम्मत हेतु आकलन की आवश्यकता नहीं है। **टिप्पणी**–रखरखाव एवं मरम्मत के कार्यों के वर्गीकरण के लिए वित्तीय हस्तपुस्तिका वॉयलूम V भाग–I का परामर्श किया जाना चाहिए।
सरकारी निर्माण एजेंसियों के साथ परामर्श	1242. अधीक्षक, भवन परियोजना, पानी निकासी, जल आपूर्ति, विद्युत कार्यों इत्यादि के बारे में सरकारी एजेंसियों के अधिकारियों से परामर्श कर सकेगा। ऐसे एजेंसियों के अधिकारी अपने सम्बन्धित क्षेत्रों में जेल विभाग के अधिकारियों की सहायता निःशुल्क करेंगे एवं योजनाओं तथा आंकलन के लिए अपेक्षित सभी व्यवसायिक सहायताएं प्रदान करेंगे परंतु इसमें कार्यों का वास्तविक सुपरविजन शामिल नहीं है।
जेल के भू–खण्डों एवं भवनों का पट्टा	1243. जेल की भूमि का कोई भी भू–खण्ड, भवन या गृह, महानिरीक्षक की पूर्व मंजूरी के बिना पट्टे या किराये पर नहीं दिया जायेगा। भवनों एवं भू–खण्डों को पट्टे या किराये पर देने तथा विगत वर्ष के दौरान वसूल किये गये भाड़े की रिपोर्ट, प्रत्येक वर्ष की 15 जनवरी को महानिरीक्षक को भेजी जायेगी।
सार्वजनिक निर्माण विभाग द्वारा जेल भवनों का निरीक्षण	1244. सार्वजनिक निर्माण विभाग के प्रान्तीय खण्ड के अधीक्षण अभियन्ताओं एवं प्रभागीय अभियन्ताओं द्वारा निरीक्षण के लिए जेले, प्रत्येक समय खुली रहेंगी। प्रभागीय अभियन्ता या उनके द्वारा प्रतिनियुक्त सहायक अभियन्ता अपने प्रभाग में स्थित प्रत्येक जेल के भवनों की स्थिति का जनरल एकाउंट वर्ष में एक बार अभिलेखित करेंगे, जिसकी एक प्रति जेल के अधीक्षक को महानिदेशक कारागार

	को प्रेषित करने के लिए भेजी जायेगी। प्रभागीय अभियन्ता इस रिपोर्ट की एक प्रति अपने अधीक्षण अभियन्ता को भी भेजेगा यदि वह विचार करता है कि इस रिपोर्ट में ऐसा कुछ है जो अधीक्षण अभियन्ता की जानकारी में लाने हेतु पर्याप्त गंभीर है। यदि प्रभागीय इंजीनियर के निरीक्षण में कोई गंभीर दोष प्रकाश में आया है, अधीक्षण अभियंता अपनी सर्किल की किसी भी जेल का निरीक्षण करेंगे। यह दोनों अधिकारी जेल भवनों की स्थिति एवं किसी भी कार्य की प्रगति की टिप्पणियां, विजिटर्स बुक में अंकित करने के लिए प्राधिकृत हैं।
दुर्घटना या आग द्वारा कारित क्षति की रिपोर्ट	1245. अधीक्षक, महानिदेशक कारागार, परिक्षेत्रीय उप महानिरीक्षक, जिला मजिस्ट्रेट और सार्वजनिक निर्माण विभाग के प्रभागीय इंजीनियर को दुर्घटना या आग द्वारा सरकारी भवनों को कारित किसी नुकसान के लिए तुरन्त रिपोर्ट करेंगे ताकि भवनों की और क्षति रोकने के लिए समय के भीतर कार्यवाही की जा सके। ऐसी क्षतियों की मरम्मत के लिए आवश्यक निधि जेल विभाग द्वारा प्रदान की जायेगी।
भवनों का रजिस्टर	1246. अधीक्षक भवनों का एक रजिस्टर व्यवस्थित करेगा, जिसमें भवनों का प्रकार, उसके निर्माण का वर्ष, उसकी प्लिंथ और फर्श का क्षेत्रफल, इसका स्थान एवं भवन में किये गये कोई परिवर्तन सम्मिलित हैं। यह रजिस्टर वर्ष क दिसम्बर महीने में अद्यतित किया जायेगा।
साइट प्लान	1247. जेल का सही किया गया अद्यतन साइट प्लान जेल आफिस में रखा जायेगा।
कार्यों का निष्पादन	1248. 1. जेल विभाग द्वारा वचनबद्ध किये गये प्रत्येक कार्य लोक निर्माण एवं लेखा विभाग के मैन्युअल में अंतरविष्ट नियमों के अनुसार उस विभाग द्वारा किये जायेंगे। 2. जेल विभाग द्वारा प्रमुख कार्य के निष्पादन के लिए राज्य सरकार के आदेश आवश्यक होंगे। 3. प्रत्येक केंद्रीय कारागार में अधीक्षक पर्याप्त संख्या में सिद्धदोषियों को अपनी स्वयं की जेल के साथ–साथ संबद्ध जेलों में, जहाँ तक संभव हो सके, बाहरी श्रमिक बचाने के लिए पक्की चिनाई कार्य में प्रशिक्षित करेंगे।
लेखा पुस्तिका एवं खर्चों के अभिलेख	1249. कार्यों में, मरम्मतों में या निर्माण में व्यय धन के सम्बन्ध में सभी लेखा पुस्तिकायें और अभिलेख अलग–अलग और कारागार तथा कारखाना (लेखा पुस्तिकाएं एवं अभिलेखों) से अलग रखे जायेंगे।
भवन सामग्री की स्टाक–पुस्तिका	1250. जेल फैक्ट्री से पूर्ति की गयी सामग्रियों सहित, खरीदे गये पदार्थ भवन सामग्री की स्टाक पुस्तिका में लिये जायेंगे, जिसमें गिराये गये भवनों से प्राप्त सभी सामग्री का भी लेखा–जोखा अंर्तविष्ट किया जायेगा, अधीक्षक व जेलर भवन सामग्री के स्टाक का प्रत्येक तिमाही में सत्यापन करेंगे।
सामग्रियों का निर्गम	1251. जब स्टाक से सामग्रियां निर्गम किये जाते हैं प्रत्येक निर्गम कार्य के शीर्ष के अंतर्गत दर्ज किये जायेंगे जिसमें इसे खर्च किया गया है एवं अधीक्षक द्वारा सम्यक् रूप से स्वीकृत मांग पत्र की तिथि एवं संख्या भी नोट की जायेगी। निर्गम किये गये प्रत्येक वस्तु को, प्राप्त करने वाले अधिकारी द्वारा हस्ताक्षरित किये जायेंगे।
समापन बिल को	1252. मरम्मत एवं छुद्र कार्यों के लिए समापन बिल अपेक्षित नहीं है, लेकिन जब

समर्पित करना	कार्य पूरा किया गया तो इसकी सूचना खर्च किये गये धनराशि की सूचना सहित, महानिदेशक कारागार, को भेजी जायेगी। लघु एवं प्रमुख कार्य के पूर्ण किये जाने के तुरंत पश्चात् समापन बिल महालेखाकार को, स्वीकृतकर्ता प्राधिकारियों को, पारेषण के लिए प्रस्तुत किये जायेंगे।
समापन प्रमाण पत्र	1253. कार्य की पूर्णता पर एक समापन प्रमाण पत्र महानिरीक्षक कार्यालय के अभियंत्रण कक्ष द्वारा अधीक्षक को प्रस्तुत किये जायेंगे।
बचत को सूचित किया जाना	1254. किसी भी काम पर बचत (वास्तविक और आशयित) महानिदेशक कारागार को फरवरी के अंतिम सप्ताह तक रिपोर्ट की जायेगी।
प्रशिक्षक सिविल संकर्म	1255. प्रशिक्षक सिविल संकर्म हेतु पर्याप्त संख्या में सिद्धदोषों को मेशनरी कार्य में प्रशिक्षित करेंगे और वार्षिक मरम्मत के कार्यों के मूल्यांकन एवं सुपरविजन के लिए उत्तरदायी होंगे।

अध्याय–55

लेखा

बजट प्राक्कलन	1256. बजट प्राक्कलन की तैयारी और प्रस्तुतीकरण के सम्बन्ध में और अन्य सजातीय मामलों तथा नियंत्रण करने वाले प्राधिकारियों के दायित्व एवं सरकारी धन के खर्च के सम्बन्ध में वितरण अधिकारी के सम्बन्ध में नियम, उत्तर प्रदेश बजट मैन्युअल तथा वित्तीय हस्तपुस्तिका वॉल्यूम V, पार्ट I में अंर्तविष्ट हैं और सावधानीपूर्वक पालन किया जाना चाहिए।
वित्तीय हस्तपुस्तिका में नियम एवं शासनादेश	1257. अधीक्षक निगरानी करेगा कि वित्तीय हस्तपुस्तिका में अभिलिखित किये गये सभी नियमों एवं लेखा के मामलों से सम्बन्धित शासनादेशों का सूक्ष्मता से पालन किया जा रहा है।
आय एवं प्राप्तियाँ ट्रेजरी	1258. अधीक्षक यह निगरानी करेंगे कि विविध प्राप्तियों के सभी मद ट्रेजरी में जेल के विविध प्राप्तियों के अधीन विधिवत रूप से जमा करने के लिए भेज दी गयी

में जमा की जायेंगी	हैं। सरकारी सम्पत्ति की बिक्री की प्राप्ति से किसी निधि का संधारण निषिद्ध है।
शासकीय आवासों से संलग्न बगीचों के लिए उत्पादन	1259. जहाँ अधीक्षक रैंक के जेल अधिकारी या अधीक्षक रैंक से ऊपर के अधिकारी या चिकित्सा अधिकारी को शासकीय भवन निवास के प्रयोजनार्थ उपलब्ध कराये गये हैं जिसमें कोई बगीचा शासकीय खर्च पर या जेल श्रम के साथ व्यवस्थित किया गया है, उसमें उत्पन्न चीजों का वह अधिकारी मुफ्त प्रयोग करने के लिए हकदार होगा, परंतु यदि उससे पैदा हुई कोई चीज बेची जाती है तो विक्रय से प्राप्त धन ट्रेजरी में उपयुक्त शीर्ष के अंतर्गत जमा कर दिया जायेगा। अतिरिक्त सुविधाओं जैसे कि उनके आवासों में उपलब्ध बगीचे इत्यादि का किराया सम्बन्धित जेल अधिकारी या चिकित्सा अधिकारी द्वारा वित्तीय हस्तपुस्तिका वॉल्यूम II के नियमों के अनुसार भुगतान किया जाना चाहिए।
धन जमा करने और धन निकालने के लिए नियम	1260. अधीक्षक शासकीय खाते में कोई धन ट्रेजरी या बैंक में भेजने या निकालने के लिए निम्न नियमों का पालन करेंगेः– (क) सामान्तयः एक हेड वार्डर को रुपया 10000/– तक का धन सौंपा जा सकता है; (ख) एक डिप्टी जेलर अथवा लेखाकार को हेड वार्डर के साथ रुपया 50000/– तक का धन सौंपा जा सकता है; (ग) जब भुगतान की गयी या निकाली गयी धनराशि रुपया 50000/– से ज्यादा की हो जेलर नियुक्त किया जायेगा; (घ) रुपया 50000/– से ज्यादा के भुगतान या आहरण के सभी मामलों में दो वार्डरों की एक गार्ड प्रत्येक राइफल एवं एम्युनिशन के 10 राउण्ड के साथ हथियार बंद होकर अधिकारी को संगत करेगी; (ड) विशेष या आकस्मिकता के मामलों में, अधीक्षक ऊपर के नियमों से विचलन कर सकेगा, परंतु ऐसे सभी मामलों में धन की सुरक्षा के लिए जैसा कि परिस्थितियों में संभव हो वह ऐसी सावधानियाँ लेने के लिए उत्तरदायी होगा;
ट्रेजर चेस्ट	1261. प्रत्येक जेल में एक ट्रेजर चेस्ट उपलब्ध होगा जिसमें सरकार या कारागार से संबद्ध धन और मूल्यवान अभिलेख या महत्वपूर्ण जैसे कि प्रतिभूति पासबुक, ठेकेदार अनुबंध, इत्यादि रखे जायेंगे। सरकार या कारागार से असंबद्ध कोई मूल्यवान या धन इस चेस्ट में नहीं रखी जायेगी।
ट्रेजर चेस्ट के ताले एवं चाभियाँ	1262. ट्रेजर चेस्ट दो तालों के साथ सुरक्षित होंगे। एक ताले की चाभी हमेशा अधीक्षक द्वारा अपने पास रखी जायेगी एवं दूसरी जेलर के पास होगी, ताकि ट्रेजर चेस्ट अधीक्षक की अनुपस्थिति में खोला न जा सके।

जेलर के लिए ट्रेजर चेस्ट	1263. अधीक्षक द्वारा नामित जेलर प्रयोजन के लिए एक पृथक चेस्ट रखने के लिए अनुज्ञात है जिसमें वे प्रतिदिन कैश अवशेष में दर्शित "जेलर के पास" धन रखेंगे। वे इस चेस्ट में कोई धन या मूल्यवान जो सरकार या कैदियों की संपत्ति नहीं है निश्चित रूप से नहीं रखेंगे एवं चेस्ट चाभियाँ अपने पास रखेंगे। जेलर के पास नगदी सामान्तयः वित्तीय हस्तपुस्तिका वॉल्यूम V पार्ट I के पैराग्राफ 67 लेखा के नियम द्वारा स्वीकृत स्थायी अग्रिम से अधिक नहीं होगी।
बिलों का भुगतान	1264. स्थानीय या वाह्य ठेकेदारों, या आपूर्तिकर्ताओं, किये जा चुके कार्य, आपूर्तित सामग्रियों या दी गयी सेवा के लिए, सभी भुगतान तत्समय लागू वित्तीय नियमों के अनुसार ठेकेदारों या आपूर्तिकर्ताओं के पक्ष में किये जायेंगे।

	वर्ष के दौरान प्राप्त आपूर्ति भुगतान के लिए सभी भुगतान उस वर्ष के वित्तीय वर्ष के अन्दर किया जायेगा और उस वर्ष में लेखाबद्ध किया जायेगा।
बजट के उप शीर्षक	1265. शब्द "001–निर्देशक और प्रशासन, 101 समस्त जेल, 102– जेल उत्पाद, 800–03 जेल ट्रेनिंग स्कूल, 800–04 कैदियों का पुनर्वास द्वारा सार्वजनिक कल्याण स्कीम, मुख्य शीर्षक 2056 या 0056 जैसा भी केस हो, के बाद लिखा जाना चाहिए"
जेल स्टाफ के पेंशन पेपर	1266. अधीक्षक यह निगरानी करेंगे कि उसके अधीनस्थ सभी जेल स्टाफ के पेंशन/ एन.पी.एस. के मामले उसका व्यक्तिगत ध्यान प्राप्त कर रहे हैं और उत्तर प्रदेश पेंशन केश सबमिशन प्रस्तुतीकरण, निस्तारण एवं देरी से बचाव नियम 1995 तथा अन्य प्रासंगिक नियमों के अनुसार त्वरित निवारण किया जा रहा है। पेंशन पेपर के बनाने की प्रक्रिया सेवानिवृत्त होने की तिथि से एक वर्ष पूर्व अवश्य ही प्रारम्भ कर दी जायेगी।
सेवानिवृत्त लाभ	1267. अधीक्षक सुनिश्चित करेगा कि सेवानिवृत्त के बाद सेवानिवृत्त लाभ उदाहरणार्थ, ग्रेचुटी, अवकाश नगदीकरण, विनिमय, सामान्य भविष्य निधि, शासकीय बीमा स्कीम, एवं शासकीय भविष्य निधि लिंक्ड बीमा, यदि अनुमन्य हो, के दावे जल्द से जल्द सक्षम प्राधिकारी को प्रस्तुत किये जा रहे हैं।
खर्च में मितव्ययिता	1268. अधीक्षक प्रत्येक विभाग में अधिकतम मितव्ययता में अभिवृद्धि करेंगे और सभी मांगों या मांगपत्र की स्वीकृत से पूर्व या उनकी स्वीकृत के लिए प्रस्तुति पर सावधानीपूर्वक परीक्षा करेंगे।
क्रय प्रक्रिया	1269. सरकार द्वारा समय–समय पर निर्धारित व्यय सीमा के अंतर्गत ई–मार्केट (जेम) या ई–टेन्डर द्वारा, क्रय करने हेतु अधीक्षक उत्तरदायी होंगे।
निविदाओं और अनुबंधों के लिए नियम	1270. निविदाओं और अनुबंधों के सम्बन्ध में निम्नलिखित निर्देशों का अनुसरण वित्तीय हस्तपुस्तिका वॉल्यूम V पार्ट I के अपेन्डिक्स XIX में दिये गये निर्देशों सहित किया जाना चाहिए: (एक) जब जेल के लिए समानों की पूर्ति के लिए निविदाएं आमंत्रित की गयी हैं, नोटिस में शर्त अंतरर्निविष्ट की जानी चाहिए की फर्म या ठेकेदार केवल एक निविदा का प्रस्ताव करने के लिए अनुज्ञात है और उसी नाम से, या भिन्न नामों से एक से अधिक निविदाओं के लिए अनुज्ञात नहीं हैं। (दो) केवल मुहरबंद निविदाएं आमंत्रित की जानी चाहिए। प्रत्येक फर्म या ठेकेदार अर्नेस्ट मनी जमा करेगा जो आपूर्ति किये गये माल की मूल्य की तीन प्रतिशत से कम नहीं होगी। फर्म या ठेकेदार जिनकी निविदाएं स्वीकार की जा चुकी है के द्वारा जमा की गयी प्रतिभूति ऐसे मूल्य की 6 प्रतिशत से कम नहीं होगी। (तीन) जब कोई अनुबंध किया जाता है, तिथि जिस पर पूर्ति की जानी है पूर्ति आदेश में प्रविष्ट किया जायेगा।
अन्य राज्यों एवं संघ क्षेत्रों के कैदियों के रख–रखाव की लागत	1271. अन्य राज्य तथा संघ क्षेत्र अपने कैदियों जो उत्तर प्रदेश की जेलों में कारावासित प्रिजनर्स के रख–रखाव लागत के लिए उत्तरदायी हैं। इसलिए अधीक्षक, प्रत्येक वर्ष की 25 मार्च को ऐसे रख–रखाव के लिए उद्ग्रहणीय रकम के लिए महानिदेशक (कारागार) को सन्सूचित करेंगे। टिप्पणी 1– अन्य राज्य और संघ क्षेत्रों के कारावासित प्रिजनर्स के रख–रखाव चार्ज का स्टेटमेंट प्रत्येक कैलेण्डर वर्ष के लिए तैयार किया जाना चाहिए न कि

	वित्तीय वर्ष के लिए और प्रत्येक राज्य तथा संघ क्षेत्र के लिए अलग–अलग स्टेटमेंट प्रस्तुत किये जाने चाहिए, 2– महानिदेशक (कारागार) उन दरों के सम्बन्ध में अनुदेश जारी करेगा जिन दरौं हेतु ऐसे रख–रखाव और पर्यवेक्षण, आदि हेतु ऐसे शुल्क लगाये जाने हैं।
नगद भुगतान रसीद	1272. नगद भुगतान रसीद के बनाये जाने में निम्नलिखित अनुदेशों का पालन किया जायेगा– (क) बजट शीर्षक जिसके लिए प्रभार विकल्पनीय है शब्द "जेल" जोड़कर लिखा जायेगा; (ख) पूर्तिकर्ता की इनवाइस संख्या समर्थन प्रभार के साथ उद्धृत की जायेगी; (ग) विनिर्दिष्ट रकम के भुगतान आदेश का भुगतान वाह्य स्टेशन फर्मों द्वारा भेजी गयी सभी रसीदों के साथ, किया जायेगा। यह रसीदें, साथ ही भुगतान आदेश, अधीक्षक द्वारा हस्ताक्षरित किये जायेंगे। उप बाउचरों की सूची में भुगतान आदेश की संख्या, न कि फर्मों की रसीद संख्या, उद्धृत की जायेगी। (घ) जब भुगतान पाने वाला अशिक्षित है तो उसके अंगूठे का निशान कम से कम एक सक्षम गवाह द्वारा सत्यापित किया जायेगा। (ड) सभी किये गये भुगतानों के संदर्भ के साथ, वितरण अधिकारी संतुष्ट होगा कि भुगतान प्राप्त करने वाले ने प्रभार की रकम वास्तविक रूप से प्राप्त की है। अधीक्षक भुगतान आदेश में तब तक हस्ताक्षर नहीं करेगा जब तक कि इनवायस संप्रक्त प्रभार के संदर्भ द्वारा अपने को संतुष्ट नहीं कर लेता की सामग्रियों का प्रभार वास्तविक रूप से प्राप्त किया गया है एवं इसका भुगतान पूर्व में नहीं किया गया है। जब भुगतान जेल वार्डर के माध्यम से किया जाता है, वास्तविक भुगतान पाने वाले की रसीद, उचित गवाही एवं हर तरीके से पूर्ण, अवश्य ही प्राप्त किया जायेगा।ऐसी रसीदों की यथार्थता और असलियत के लिए जेलर एवं लेखाकार व्यक्तिगत रूप से जिम्मेदार ठहराये जायेंगे।
विस्तृत आकस्मिक व्यय बिल	1273. विस्तृत आकस्मिकों बिलों को बनाने के लिए निम्न नियम निर्धारित किये जाते हैं– (एक) विस्तृत बिल अलग–अलग तैयार किये जायेंगे; (क) जेलों; (ख) कार्यों; और (ग) उद्योग; ये बिल, बाउचर, रसीदों, इत्यादि के साथ सुरक्षापूर्वक बंधे होने चाहिए और पृथक सेट में प्रस्तुत किया जाना चाहिए। अग्रसारण डाकेट अपेक्षित नही है। (दो) विहित फार्म में ज्ञापन, माह के खर्च को एवं क्रमिक योग अंतर्गत संविदा, प्रान्तीय और आकस्मिक व्यय के पूर्ण बाउचर को दर्शाते हुए महानिदेशक (कारागार) को प्रत्येक माह की 5 तारीख को पृथक रूप से प्रस्तुत किये जायेंगे; (तीन) जेलों के लिए विस्तृत आकस्मिक बिल निम्न कागजातों में समाविष्ट होंगेः (क)विस्तृत बिल; (ख) आहार, बाउचर;

(ग) उच्चतरण श्रेणी सिद्धदोषियों के लिए आहार बाउचर;

(घ) ज्येष्ठ विपणन निरीक्षक से प्राप्त दरे;

(ड) अस्पताल के चार्ज के बाउचर;

(च) विविध चार्ज के बाउचर;

(छ) उद्योग बाउचर;

(ज) सब–बाउचर्स की लिस्ट प्राप्तियों के साथ प्रवेशित कर प्रस्तुत की जायेंगी;

(झ) डेविट की गयी इनवाइसों का मेमोरेन्डम समस्त इनवाइसों के साथ प्रवेशित कराकर एवं

( ) जेल को आपूर्तित सामग्रियों में से कटौतियों का विस्तृत विवरण दर्शाते हुए ;

(चार) यदि कार्य के अंतर्गत कोई खर्च नहीं किया गया है एवं इनवाइस द्वारा कोई भी लेन–देन का समायोजन नहीं किया गया है तो ट्रेजरी फार्म खाली रहेगा और प्रस्तुत नहीं किया जायेगा परन्तु यह तथ्य पत्र द्वारा महानिदेशक (कारागार) को सूचित किया जायेगा।

(पॉच) अधीक्षक विस्तृत बिल एवं बाउचर, इत्यादि प्रत्येक माह की 05 तारीख तक महानिदेशक (कारागार) को प्रस्तुत करेंगे, जो इन्हें अगले माह जिससे चार्ज संबंधित है, की 15वीं तारीख तक महालेखाकार को भेजेंगे। बाउचर इत्यादि यदि इन तारीखों तक पूर्ण नहीं हैं तो बाद में अग्रसारित किये जायेंगे। छूट गये अभिलेखों की सूची बिल के साथ संलग्न की जानी चाहिए।

(छः) "जेल" शब्द सम्बन्धित विस्तृत बिल के शीर्ष पर लिखा जायेगा। वित्तीय हस्तपुस्तिका,वॉयलूम V , पार्ट–I के पैराग्राफ 310 में वर्णित प्रारूप का प्रयोग "कार्य" हेतु किया जायेगा।

(सात) विस्तृत बिलों के कॉलम शीर्ष "सब बाउचर्स का क्रमांक" में समस्त भुगतानित प्राप्तियों चाहे वे रुपया 1000/– से ज्यादा हों सदैव शामिल होंगी। जब खुदरा नगद भुगतान रजिस्टर प्रयोग किया गया है, भुगतानों का क्रमांक नंबर उद्धृत किया जायेगा।

(आठ)यदि एक माह के अंदर कोई धन कोषागार को वापस किया जाता है, तो शुद्ध धनराशि हेतु विस्तृत बिल तैयार किया जायेगा न कि सकल धनराशि हेतु तथा कोषागार प्राप्ति संलग्न की जायेगी।

(नौ) 02 मजदूरी शीर्ष से डेबिट योग्य अतिरिक्त स्टाफ का वेतन स्थापना बिल पर आहरित होगा। ऐसे शुल्क आकस्मिक बिल में प्रवेशित होंगे तथा मेमोरेन्डम ऑफ एलॉटमेंट में सम्मिलित होंगे। धन के कॉलम में धनराशि दर्शायी नहीं जानी चाहिए, परन्तु विस्तृत बिल के मार्जिन पर लिखा जाना चाहिए एवं इस प्रकार से योजित स्टाफ की संख्या का विस्तृत विवरण वेतन की दर इत्यादि विविध शुल्क के बाउचर में दिया जाना चाहिए।

(दस) सब्जियों, हल्दी, मिर्च, नींबू इत्यादि का मूल्य जो कि सभी जेल गार्डेन के उत्पाद हैं एवं बंदियों को निःशुल्क दिये जाते हैं को आहार बाउचर, अस्पताल खर्चे के बाउचर एवं उच्चतर श्रेणी के सजायाफ्ता

के आहार बाउचर में दर्शाये गये सम्पूर्ण योग से कम कर दिया जाना चाहिए।

(ग्यारह) निम्नलिखित मेमोरेन्डम असंदिग्ध रूप से आहार बाउचर के पृष्ठ पर एवं जेलों के लिए अस्पताल चार्ज बाउचर के पृष्ठ पर दिया जाना चाहिए।

1. पिछले महीने की अंतिम तिथि को हस्तगत अनाज का मूल्य;
2. माह के दौरान खरीदे गये अनाज का मूल्य;
3. विस्तृत बिल के माध्यम से नगद क्रय;
4. इनवाइस द्वारा;
5. कुल योग;
6. माह के दौरान बाउचर के अनुसार खर्च किये गये अनाज का मूल्य;
7. हस्तगत अनाज का मूल्य

जेलर इस फार्म पर प्रमाणित करेगा कि इस मेमोरेन्डम में दर्शाया गया अवशेष अन्न क्रय रजिस्टर एवं प्रिजन लेजर, तथा आहार बाउचर में दर्शाये गये बंदी डाइट की संख्या से सुमेलित है और बंदी की जनरल समरी (लॉग रोल) से सहमत है। विविध डाइटरी चार्जस का विस्तृत विवरण विविध चार्जस के बाउचर में दिया जाना चाहिए। जब मासिक खर्च रुपया 1000/.के पार है तो अस्पताल चार्ज के बाउचर डुप्लीकेट में आवश्यक हैं।

(बारह) **विविध चार्जस के लिए बाउचर–** सभी शीर्षकों के अन्तर्गत प्रति हस्ताक्षरित कनटिनजेन्सी (राशन एवं अस्पताल चार्ज के अलावा) के अन्तर्गत किये गये खर्च के विस्तृत विवरण को दर्शाने हेतु एक प्रारूप की आवश्यकता है। यदि "अन्य विविध आपूर्तियों एवं सेवाओं" के अंतर्गत कोई अन्य व्यय किया गया है तो केवल इस शीर्ष के अंतर्गत एक दूसरा प्रारूप विस्तृत विवरण दर्शाते हुए पारेषण हेतु महालेखाकार को प्रस्तुत किया जाना चाहिए। यदि अन्य किसी शीर्ष के अन्तर्गत किया गया खर्च, राज्य सरकार द्वारा तय की गयी सीमा को पार करता है तो इसका विस्तृत विवरण दूसरे प्रारूप में कॉपी किया जाना चाहिए।

(तेरह) लाइव–स्टॉक एवं मशीनरी की खरीद, भोजन पकाने के बरतन एवं अन्य सामग्रियाँ जो 03 वर्ष या अधिक में नष्ट होना संभावित है एवं राज्य सरकार द्वारा व्यक्तिगत रूप से निर्धारित रकम से ज्यादा मूल्य की है महानिदेशक (कारागार) की पूर्व स्वीकृत आवश्यक है। बाउचर पर खरीद की स्वीकृत पत्र की संख्या एवं दिनांक निरपवाद रूप से हमेशा उद्धृत किया जाना चाहिए।

(चौदह) प्रत्येक प्राप्ति का विस्तृत विवरण आंतरिक धन कॉलम में एवं इसका योग वाह्य धन कॉलम में प्रवेशित कराना होगा। प्रत्येक शीर्ष के अंतर्गत समस्त खर्चे का योग लाल स्याही से लिखा जायेगा एवं आहरित विस्तृत बिल में दर्शायी गयी राशि से मिलान होना आवश्यक

	है। (पन्द्रह) **फैक्ट्ररी बाउचर**– जब कच्चे माल के क्रय हेतु आहरित धनराशि राज्य सरकार द्वारा निर्धारित धनराशि से कम है एवं फैक्ट्ररी विविध के अंतर्गत कोई खर्च नहीं है, केवल एक फार्म की आवश्यकता होगी। केवल विविध के अंतर्गत किये गये खर्च को दर्शाने एवं महालेखाकार को प्रस्तुत करने हेतु एक द्वितीय फार्म की आवश्यकता होगी। यदि कोई भी खर्च है, चाहे जो भी रकम हो एवं कच्चे माल के शुल्क का विस्तृत विवरण दर्शाया जायेगा जब वह रुपया 20000/– से ज्यादा हो। अंतर्गत सामग्री क्रय एवं अन्तर्गत विविध खर्च का विस्तृत विवरण एक ही फार्म में दर्शाया जाना चाहिए। (सोलह) फैक्ट्ररी हेतु अपेक्षित गेहूँ ईंधन, नमक सीधे क्रय किये जायेंगे एवं अनाज भण्डार से नहीं लिया जायेगा। (सत्तरह) सेवा डाक टिकटों का मूल्य जो कोषागार से फैक्ट्ररी प्रयोग हेतु प्राप्त किया गया है फैक्ट्ररी बाउचर व साथ में विस्तृत बिल में दर्शाया जायेगा। (अट्ठारह) **डेबिट किये गये इनवाइस का मेमोरेन्डम**– शब्द "जेल", "कार्य" या "फैक्ट्ररी" जैसा भी प्रकरण हो शीर्ष पर लिखा जायेगा। सभी इनवाइसें चाहे वह दूसरे विभाग के हों, दूसरी जेलों के हों या स्वयं की जेल के हों इस फार्म में प्रवेशित किये जायेंगे।
वित्तीय नियमों का अवलोकन प्रेक्षण	1274. लेखाकार, जेलर एवं अधीक्षक यह सुनिश्चित करेंगे कि इस सम्बन्ध में जारी वित्तीय नियमों एवं दिशा–निर्देशों का कठोरता से पालन किया गया है। क्रय एवं खर्च से सम्बन्धित सभी अभिलेख लेखाकार द्वारा हस्तक्षरित किये जायेंगे एवं जेलर द्वारा इस प्रतीक के रूप में की उसने इन्हें देखा है, हस्तक्षरित किये जायेंगे। अधीक्षक यह सुनिश्चित करेंगे कि प्रत्येक खर्च का भुगतान केवल समुचित शीर्ष के अन्तर्गत ही किया गया है।

अध्याय–56

रजिस्टरों, पत्र व्यवहार, विवरण एवं प्रपत्र

रजिस्टरों एवं उनके प्रतिधारण की अवधि	**1275.** जेल कार्यालय हेतु विहित रजिस्टरों एवं उनके प्रतिधारण की अवधि भी परिशिष्ट छः में विहित की गयी है।
टेंडरों एवं अनुबन्ध पत्रों के प्रतिधारण की अवधि	**1276.** 1. भण्डारण हेतु सामग्रियों के टेण्डरों, अन्य अभिलेखों, लेखा इत्यादि जो उक्त से सम्बन्धित हैं, विभागीय लेखा परीक्षक एवं महालेखाकार कार्यालय के लेखा परीक्षक के सम्बन्धित अवधि के क्रय लेखा परीक्षण करने के पश्चात्, दो वर्ष तक संरक्षित रखी जायेंगी। 2. अनुबन्ध पत्रों को पांच वर्ष पश्चात् नष्ट कर देना चाहिए।
फैक्ट्ररी फार्म	**1277.** फैक्ट्ररी फार्मों एवं रजिस्टरों की एक सूची परिशिष्ट–नौ में विहित है।
रजिस्टरों के संरक्षण संबंधी अधीक्षक के कर्तव्य	**1278.** इस मैन्युअल में वर्णित रजिस्टरों के सम्यक् अनुरक्षण एवं इन्हें अद्यावधि रखने के सम्बन्ध में अधीक्षक जिम्मेवार हैं। वह लेखा पुस्तिकाओं का साप्ताहिक परीक्षण करेगा तथा उनकी यथार्थता पर स्वयं से संतुष्ट होने के पश्चात् उन पर अपने लघु हस्ताक्षर करेगा।
प्रेषण रिटर्नस	**1279.** अधीक्षक व्यक्तिगत रूप से स्वयं को संतुष्ट करेगा कि उसके कार्यालय के देय सभी विवरणी निर्धारित समय में भेजे जा रहे हैं।
अधीक्षक निश्चित रजिस्टरों की प्रतिदिन जांच करेगा	**1280.** 1. अधीक्षक निम्नलिखित रजिस्टरों की प्रतिदिन जाँच करेगा एवं लघु हस्ताक्षर करेगा। (क) सजायावियों का रिहाई रजिस्टर, (ख) दण्ड पंजिका, (ग) जेलर एवं चक्राधिकारी की रिपोर्ट–पंजिका, (घ) लक–अप रजिस्टर, (ड) रात्रि गश्त रजिस्टर, (च) श्रम रजिस्टर, (छ) प्रतिदिन आहार रजिस्टर, 2. चिकित्सा अधीक्षक प्रतिदिन निम्नलिखित रजिस्टरों का परीक्षण करेगा एवं हस्ताक्षर करेगा। (क) अस्पताल में प्रतिदिन के प्रवेश एवं अवमुक्त का रजिस्टर, एवं (ख) चिकित्सा अधिकारी की रिपोर्ट बुक

वापसी को समर्पित एवं रजिस्टरों का अनुरक्षण करना	**1281.** जेलर यह देखने के लिए कि सभी रजिस्टर सही–सही संरक्षित किये जा रहे हैं एवं समस्त वापसी सही–सही तथा ठीक समय पर प्रस्तुत किये जा रहे हैं, के लिए उत्तरदायी होगा। जेलर रजिस्टरों का प्रतिदिन परीक्षण करेगा एवं अपनी रिपोर्ट पुस्तिका में उक्त प्रकार से परीक्षित रजिस्टरों की संख्या की रिपोर्ट देगा। प्रत्येक रजिस्टर माह में कम से कम एक बार पूरी तरह से परीक्षण किया जायेगा।

स्टाक का सत्यापन	**1282.** अधीक्षक यह सुनिश्चित करेगा कि जेलर, अन्न स्टाक का कम से कम 50 प्रतिशत एवं अन्य शासकीय स्टाक (परिधान स्टाक को सम्मिलित करते हुए) का 33 प्रतिशत, प्रत्येक माह में कम से कम एक बार, इस प्रकार से सत्यापित करेगा कि प्रत्येक स्टाक का वर्ष में कम से कम एक बार भौतिक सत्यापन हो जाये, एवं वह स्टाक–बुक एवं अभिलेखों पर अपने हस्ताक्षर करता है तथा ऐसे सत्यापनों के परिणाम को अपनी रिपोर्ट बुक में अभिलिखित करता है। अधीक्षक बहुधा स्वयं से एवं अनिश्चित समयान्तराल में स्टाक के मदों का परीक्षण करेगा, एवं समस्त स्टाक का वर्ष के चतुर्रांश में कम से कम एक बार, कम से कम 10 प्रतिशत मदों की वास्तविक रूप से वजन करते हुए या गणना करते हुए करेगा एवं परिणाम अपने लघु हस्ताक्षर के अन्तर्गत परीक्षण किये गये मद पर लिखेगा। वह किसी प्रकार की कमी या अनियमतिता जो वह पता लगा सका है की रिपोर्ट तत्काल महानिदेशक (कारागार) को करेगा। **टिप्पणी–** मूल्य पर बिना विचार किये हुए स्थायी प्रकृति के समस्त सामग्रियाँ जेल रजिस्टर नं. 66 में अभिलिखित की जायेंगी एवं नाशवान तथा उपभोग्य प्रकृति की सामग्रियाँ जेल रजिस्टर नं. 68 में अभिलिखित की जायेंगी।
सरकारी सम्पत्ति के वितरण की सूची	**1283.** कार्यालयों के विभिन्न सेक्शनों एवं अधिकारियों के मध्य फर्नीचर को सम्मिलित करते हुए सरकारी सम्पत्ति, वितरण की सूची जेलर द्वारा संरक्षित की जाएगी। जाँच की सुविधा हेतु आवंटित फर्नीचर एवं अन्य शासकीय सम्पत्ति की सूची प्रत्येक ऑफिस या कमरे में लटकाकर रखी जायेगी।
तोल का सत्यापन	**1284.** अधीक्षक फैक्ट्रीयों से भेजे गये माल का कम से कम 10 प्रतिशत वास्तविक तोल कर वजन का सत्यापन करेगा एवं 10 जनवरी, 10 अप्रैल, 10 जुलाई एवं 10 अक्टूबर को महानिदेशक को रिपोर्ट भेजेगा कि स्टोरों के सत्यापन से सम्बन्धित सभी निर्देश का पालन किया जा चुका है।
अनुपयोगी और अपूरणीय भण्डार	**1285.** अधीक्षक यह देखेगा कि सभी अनुपयोगी या अपूरणीय भण्डार एवं सामग्रियाँ समय–समय पर उसके निरीक्षण हेतु लायी जा रही है, ताकि वह उसके आदेशों के अंतर्गत कंडम या अन्य तरीकों से निस्तारित की जा सकें।
लेखापरीक्षा एवं आक्षेप का निपटान	**1286.** अधीक्षक, विभागीय एवं अन्य ऑडिटरों को लेखा एवं रिकार्ड के परीक्षणों हेतु समस्त यथोचित सुविधायें उपलब्ध करायेगा। लेखा परीक्षण समाप्त होने से पूर्व सभी सम्भव मुहिम एवं समस्त मामलों में वह आपत्ति कथनों का निस्तारण करेगा।
विभागीय संपरीक्षक	**1287.** 1. विभागीय सम्परीक्षक जेल, फैक्ट्री एवं कार्य के लेखा की सम्परीक्षा

	करेंगे। वह अनाज व्यय स्टोर के अनाजों एवं स्टोर तथा फैक्ट्रीयों में कच्चे माल तथा उत्पादित माल के स्टॉक का परीक्षण करेंगे। वह सम्पूर्ण वर्ष के लिए फैक्ट्री लेखा का परीक्षण करेंगे एवं राशन, कार्य तथा अन्य जेल लेखा के अनुपातों का परीक्षण करेंगे। महानिदेशक (कारागार) द्वारा इन्हें सम्परीक्षा एवं लेखा से सम्बन्धित अन्य कर्तव्य भी सौंपे जा सकते हैं। 2. ऑडिट का मुख्य उद्देश्य लेखाकारों, स्टोरकीपर एवं फैक्ट्री अधिकारियों द्वारा अभिलेखों के सही संरक्षण का है, विभागीय सम्परीक्षक का यह कर्तव्य होगा कि सम्बन्धित अधिकारियों को मौखिक रूप से एवं वास्तविक प्रदर्शन द्वारा रजिस्टरों एवं अभिलेखों के सही–सही संरक्षण को स्पष्ट करेंगे। 3. लेखा परीक्षा के पूर्ण होने पर प्रत्येक जेल के लेखा एवं फैक्ट्रीयों की स्थिति पर एक सम्परीक्षा नोट उसी समय ऑडिट नोट की एक प्रति अधीक्षक को भी भेजते हुए महानिदेशक (कारागार) को प्रस्तुत की जायेगी।
लेखा परीक्षा टिप्पण पर कार्यवाही	**1288.** विभागीय सम्परीक्षक या महालेखाकार ऑफिस के सम्परीक्षकों से सम्परीक्षक नोट प्राप्त होने पर, अधीक्षक सामान्यतया उसके प्राप्त होने के एक माह के अन्दर कार्रवाई करेगा एवं जब ऐसा करना संभव न हो तो विलंब का कारण दर्शाते हुए एक अंतरिम रिपोर्ट महानिदेशक (कारागार) को भेजी जायेगी।
लेखा परीक्षा से सम्बन्धित पत्र–व्यवहार	**1289.** सम्परीक्षकों को सूचना हेतु लेखा परीक्षा से सम्बन्धित समस्त पत्र व्यवहार एवं प्रस्तुत किये गये स्पष्टीकरण तथा पारित किये गये आदेशों का रख–रखाव एक अलग फाइल में किया जायेगा।
संपरीक्षा पत्रों का अभिरक्षा	**1290.** जेलर के सुपरविजन के अंतर्गत लेखाकार, समस्त प्राप्तियों, अभिलेखों, पत्रावलियों एवं पूर्ण स्टॉक बुक तथा लेखा रजिस्टर तालायुक्त आलमारी में सम्यक् तरीके से व्यवस्थित की गयी हैं, ताकि जब कभी आवश्यकता हो तत्काल उपलब्ध हो सके, के लिए जिम्मेवार है।
आहार शुल्क	**1291.** 1. कैदियों का आहार सामान्तया तालाबन्द किये गये कैदियों की संख्या के आधार पर चार्ज किया जायेगा। जब कभी प्रवेश स्थानांतरण या रिहाई की संख्या बड़ी मात्रा में हो वास्तविक आहार, आहार रजिस्टर में चार्ज किया जायेगा एवं एक स्पष्टीकरण नोट मार्जिन पर लिखा जायेगा। 2. जब सिविल प्रिजनर्स या राजस्व चूककर्ता को राशन व्यय स्टोर से आहार दिया गया है, आवश्यकता के अनुरूप कॉलम में परिवर्तन करते हुए आहार के विभिन्न सामग्रियों की मात्रा के निर्गम को दर्शाने हेतु एक अलग पेज या पेजों को आहार रजिस्टर में प्रयोग किया जा सकता है। राशन की स्टॉक बुक में प्रतिदिन की प्रविष्टियाँ सम्बन्धित लेखों में की जायेंगी एवं अनाज क्रय रजिस्टर में व्यय के कॉलम में पिछले माह के औसत बाजार दर पर अगणित अनाज का मूल्य दर्शाया जायेगा। 3. आहार मूल्य के अन्तर्गत क्रमिक योग से घटाते हुए आहार का मूल्य "unclassfied item" (अवर्गीकृत वस्तु) के रूप में दर्शाते हुए ट्रेजरी में नकद भुगतान किया जायेगा। 4. आहार के मूल्य का स्थानांतरण वास्तविक शीर्ष से आहार मूल्य के शीर्ष से कारागार लेजर में किया जायेगा एवं इन्हें कारागार कैश बुक में दर्शाने की आवश्यकता नहीं है परन्तु ट्रेजरी को प्रेषण की प्रविष्टियाँ सम्यक् रूप से

	अभिलिखित होंगी। 5. सिविल प्रिजनर या राजस्व चूककर्ता पर किये गये महीने भर के व्यय का योग डिक्रीधारी के व्यय पर आहारित हैं, उसके जीवन निर्वाह भत्ते से अधिक नहीं होनी चाहिए।
अन्न क्रय का रजिस्टर	**1292.** जेलर अन्न क्रय रजिस्टर का मिलान आहार स्टॉक बुक या अन्न भण्डारण लेखा पुस्तिका जैसा कि केस हो की प्रविष्टियों से माहवारी करेगा एवं परिणामस्वरूप अपनी रिपोर्ट बुक में कि उसने ऐसा किया एवं प्रविष्टियाँ सुमेलित हैं, अंकित करेगा।

स्थापना आदेश पुस्तिका की जाँच	**1293.**व्यक्तिगत अधिकारियों के अवकाश, प्रमोशन, पदावनति इत्यादि विषयों से सम्बन्धित प्रत्येक आदेश के अन्तिम परिणाम, स्थापना आदेश पुस्तिका में दशर्ति होगी।
तालों एवं चाभियों का रजिस्टर	**1294.** 1. तालों एवं चाभियों का रजिस्टर (रजिस्टर नं. 70) में निम्नलिखित सेक्शनों से सम्बन्धित अलग पृष्ठ आवंटित किये जायेंगे : (क) ताले जिनकी चाभियाँ अधिकारियों की धारिता में हो (ख) ताले जिनकी चाभियाँ की–चेस्ट में रखी गयी हो (ग) रात्रिकालीन ताले (घ) सुरक्षित ताले (ड.) अनुपयोगी ताले 2. उपर्युक्त वर्णित रजिस्टर के अतिरिक्त, प्रत्येक सर्किल का प्रभारी उप जेलर अपने प्रभार के तालों हेतु एक अलग ताला रजिस्टर का संरक्षण करेगा। 3. प्रत्येक सेक्शन के तालों की संख्या दर्शाते हुए, एक मेमो, पुस्तिका के प्रथम पृष्ठ पर विहित की जायेगी एवं जेलर या प्रभारी सर्किल उपजेलर जैसा कि प्रकरण हो द्वारा यदा–कदा रजिस्टर में दर्शाये गये तालों के सम्पूर्ण योग को शासकीय सम्पत्ति के रजिस्टर की वास्तविक संख्या से चेक करेगा। 4. तालों का रजिस्टर प्रत्येक तीन वर्ष पश्चात् पुनः लिखा जायेगा एवं जेलर व्यक्तिगत रूप से सम्पूर्ण तरीके से चेक करने एवं यह देखने के लिए कि कोई प्रविष्ट छूटी नहीं है, उत्तरदायी होगा। अधीक्षक भी स्वयं से संतुष्ट होगा एवं रजिस्टर में प्रमाणित करेगा कि प्रविष्टियाँ सही–सही कॉपी की गयी हैं।
नकदी बही	**1295.** 1. जेलर के पर्यवेक्षण के अंतर्गत लेखाकार नकदी बही के सही–सही रख–रखाव हेतु उत्तरदायी होंगे। जेलर उनके पास के नकद का मिलान प्रतिदिन मेमोरेन्डम ऑफ डेली कैश बैलेन्स के धन से करेगा और नकद बही तथा मेमोरेन्डम ऑफ कैश बैलेन्स पर प्रतिदिन हस्ताक्षर करेगा और इन्हें अधीक्षक के परीक्षण हेतु उनके समक्ष प्रस्तुत करेगा। 2. अधीक्षक, रुपया 5000 की सीमा तक नकद क्षुद्र व्यय के खर्च हेतु जेलर के प्रभार में रखने की अनुमति दे सकता है।

कारागार खाता	**1296.** 1. निम्नलिखित लेखों का संरक्षण प्रिजन लेजर में किया जायेगा : (क) कोषागार आहरण (ख) स्थायी अग्रिम (ग) विविध जमा खाता (घ) कैदी नकद जमा (जेल में) (ड) कैदी नकद जमा (बैंक में) (च) प्रतिभूति जमा एवं अग्रिम धन (छ) विविध प्राप्तियाँ (ज) सिविल प्रिजनर का लेखा (झ) विचाराधीन का व्यक्तिगत खाता (अ) कैदी कल्याणकारी खाता (ट) कैदी कैंटीन खाता (ठ) कैदी प्रोत्साहन खाता (ण) पीड़ित प्रतिपूर्ति खाता अधीक्षक कोई अन्य शीर्ष भी खोल सकता है जो वह आवश्यक समझे। 2. जमा हेतु लंबित सामग्रियों को चेक करने के उद्देश्य से समस्त लंबित सामग्रियों का संपूर्ण विवरण लाल स्याही से प्रत्येक महीने के अंत में अंकित किया जायेगा एवं अधीक्षक की जानकारी में लाया जायेगा।
खुदरा नकद भुगतान रजिस्टर	**1297.** खुदरा नगद भुगतान रजिस्टर का प्रयोग रुपया 5000 या कम के निर्वाह भत्ता, गाड़ी–भाड़ा इत्यादि पर व्यय किये गये नकद भुगतान हेतु किया जायेगा। आपूर्ति एवं पदार्थों तथा मजदूरी के भुगतान को इस रजिस्टर में अकाउंटेड नहीं किया जायेगा। जेल एवं कार्य हेतु अलग–अलग पुस्तिकाएं प्रयोग में लायी जायेंगी। यह पुस्तिकाएं कारखाना भुगतान में प्रयोग नहीं की जायेगी। **टिप्पणी–** रिहाई के समय वापस की जाने वाली, सजायावी बंदी प्राप्ति इस रजिस्टर में नहीं ली जायेगी, अपितु कैदियों के नकद जमा रजिस्टर में ली जायेगी।
पत्रों एवं स्टांप लेखा का रजिस्टर	**1298.** अधीक्षक अपनी आदेश पुस्तिका में एक आदेश द्वारा अधिकारी को नामित करेगा जो पत्रों के रजिस्टर के संरक्षण एवं टिकटों के लेखा एवं टिकटों के सुरक्षित अभिरक्षा हेतु जिम्मेवार होगा
चेक एवं फाइल का रजिस्टर	**1299.** अधीक्षक यह देखेगा कि सभी प्राप्त चेक नगद बही में विधिवत लेखा किये गये हैं। रजिस्टर लेखाकार एवं जेलर द्वारा हस्तक्षरित होगा। अधीक्षक विलों के रजिस्टर (रजिस्टर नं. 64) के रख–रखाव की व्यवस्था करेगा जिसमें बिलों के रजिस्टर का विस्तृत विवरण होगा जो कि ट्रेजरी में प्रस्तुत करने से पूर्व प्री–ऑडिट किया जायेगा। रजिस्टर लेखाकार, जेलर एवं अधीक्षक द्वारा हस्तक्षरित होगा।
रजिस्टरों का रजिस्टर एवं फाइलों का रजिस्टर	**1300.** 1. अधीक्षक रजिस्टरों के रजिस्टर (रजिस्टर नं. 69) जिसमें रिकार्ड रूम के सभी रजिस्टरों का विस्तृत विवरण होगा, के रख–रखाव की व्यवस्था करेगा।

	2. अधीक्षक, फाइलों के रजिस्टर (रजिस्टर नंण 71) जिसमें समस्त फाइलों से सम्बन्धित विस्तृत विवरण विहित होगा के संरक्षण की व्यवस्था करेगा।
कारखाना का रजिस्टर	**1301.** कारखाना अभिलेख अलग से विहित किये जायेंगे। समस्त फैक्ट्ररी लेखा पुस्तिकाएं एवं अभिलेख सामान्य प्रिजन विभाग से बिल्कुल अलग एवं विशिष्ट रखे जायेंगे।
स्थानीय निकायों को आपूर्तित माल	**1302.** स्थानीय निकायों (जिला एवं नगर बोर्ड तथा कस्बा एवं अधिसूचित क्षेत्र) एवं सार्वजनिक क्षेत्र की यूनिटों को जेल उत्पादित माल आपूर्ति के मूल्यों के प्रकरणों में सरकारी विभाग की तरह व्यवहरित किया जायेगा।
जेल विभाग एवं इसके संस्थानों को माल आपूर्ति	**1303.** जेल कारखाना द्वारा जेल विभाग के कार्यालयों एवं अन्य जेल संस्थाओं को आपूर्तित माल जेल के उपयोग हेतु आपूर्तित माल की तरह व्यवहरित होगा एवं तद्नुसार मूल्यांकित एवं लेखित होगा।
आपूर्तिकर्ता की सामाग्री बीजक	**1304.** 1. ऊन एवं अनाज, इत्यादि सामग्रियों की आपूर्ति के प्रकरणों में किसी भी प्रकार की मिलावट जैसे की धूल आदि के सम्बन्ध में की गई किसी कटौती का विस्तृत विवरण आपूर्तिकर्ता के बीजक में दिया जायेगा। सम्बन्धित भण्डारण रजिस्टर में यद्यपि सम्पूर्ण मात्रा दर्शायी जाएगी न कि वास्तविक रूप से भुगतान की गयी शुद्ध मात्रा। महानिदेशक (कारागार) की अनुमति के साथ वास्तविक हानि बाद में भारित होगी। 2. सभी पैकिंग सामग्री आपूर्तिकर्ता के बीजक में अभिलेखित होंगी यद्यपि आपूर्तिकर्ता द्वारा इनके विस्तृत विवरण न दिया गया यही नहीं ऐसी सामग्रियाँ प्रभारित हो या न हो। 3. आपूर्तित सामग्रियाँ स्टोरकीपर की उपस्थिति में जेलर द्वारा वजनित एवं चेक की जायेंगी। 4. जेलर बीजक के कॉलम में हस्तक्षरित एवं दिनांकित करेगा जिसमें स्टॉक पुस्तिका के पृष्ठ लिखा जायेगा। वह यह देखने के लिए उत्तरदायी होगा कि क्रय की गयी किसी भी सामग्री का भुगतान या समायोजन नहीं होगा अन्यथा इस बात के प्रमाणस्वरूप की सामग्रियाँ स्टॉक में ली जा चुकी हैं, बीजक स्टोरकीपर द्वारा हस्तक्षरित एवं दिनांकित है। यह निर्देश समस्त खरीद चाहे मार्केट से हो या अन्य जेल से, के प्रकरणों में भी व्यवहरित होंगे।
सामाग्रियों का दैनिक खरीद रजिस्टर	**1305.** तीन वर्ष या अधिक या रुपया 5000 से कम मूल्य के व्यक्तिगत मूल्य वाले औजार एवं संयंत्रों को व्यय योग्य सामग्रियों की तरह व्यवहरित किया जायेगा एवं सामग्रियों के दैनिक खरीद रजिस्टर में लेखा–जोखा रखा जायेगा। रुपया 5000 या अधिक के मूल्य के या 3 साल या इससे ज्यादा तक नष्ट होने वाले मशीनरी एवं डेड स्टाक को आपूर्तिकर्ता के बीजक से सीधे शासकीय सम्पत्ति के रजिस्टर में दर्ज किया जायेगा।
कारागार में कारखाना हेतु शासकीय सम्पत्ति की स्टाक पुस्तिका	**1306.** कारागार में प्रत्येक फैक्ट्ररी अधिकारी शासकीय सम्पत्ति की एक अलग से स्टाक बुक फैक्ट्ररी से सम्बन्धित डेड स्टाक के अलग से वर्णन के साथ रख–रखाव करेगा। यह जेलर द्वारा वर्ष के चतुर्रांश में एवं अधीक्षक द्वारा षट–मासिक सत्यापित की जायेगी।
जेल उत्पाद को	**1307.** प्रत्येक जेल उत्पाद का एक क्रमांक या बैच नंबर होगा जो कि लेन–देन

संख्याकित करना	के दौरान वर्णित किया जायेगा। महानिदेशक (कारागार) के निर्देशानुसार प्रत्येक जेल उत्पाद क्रमांकित एवं चिन्हित किया जायेगा।
विनिर्मित माल की स्टाक बुक	**1308.** प्रत्येक सामग्री जिसका बाजारी मूल्य हो यद्यपि इसे छोटा करना हो जैसे कि कॉटन कटिंग, खली इत्यादि उत्पादित माल की स्टाक बुक में ली जायेगी। कताई फैक्ट्ररी से प्राप्त एवं उपयोग हेतु पुनः निर्गत अपशिष्ट धागो का लेखा–जोखा का रख–रखाव किया जायेगा।
विभिन्न बस्तुओं हेतु अलग–अलग लेखा–जोखा	**1309.** विभिन्न किस्मों एवं विभिन्न मूल्यों की सामग्रियों हेतु अलग–अलग लेखा–जोखा होगा।
पैटर्न	**1310.** उत्पादित माल की स्टाक बुक में समस्त पैटर्न के उत्पाद की एक सूची का रख–रखाव उनके क्रमिक नंबर, उनकी माप एवं ऐसे पैटर्न की सूक्ष्म विवरण के साथ रखा जायेगा, जिसे बेचा नहीं जायेगा।

नगद प्राप्ति पुस्तिका	**1311.** 1. प्रत्येक नगद प्राप्ति पुस्तिका की एक संख्या होगी जो कि पुस्तिका के प्रत्येक फार्म पर अंकित होगी। ऐसी पुस्तिकाओं की प्रेस से प्राप्ति पर अधीक्षक प्रत्येक पुस्तिका के परीक्षण के पश्चात् प्रमाण पत्र देगा कि फार्म की संख्या जो कि कवर पर अंकित है के सम्बन्ध में पुस्तिका के परीक्षण के पश्चात् प्रमाण पत्र देगा एवं फार्मों के स्टाक बुक का रख–रखाव करेगा। ऐसी पुस्तिकाओं के प्राप्ति एवं निर्गम के लेखा–जोखा का विवरण रखा जायेगा तथा प्रत्येक वर्ष 1 अप्रैल को स्टाक के अवशेष को सत्यापित करेगा एवं सत्यापन के परिणाम को अपने हस्ताक्षर के अन्तर्गत लिखेगा। 2. अधीक्षक के एवज में जेलर प्राप्तियों पर हस्ताक्षर करने के लिए अधिकृत हैं। 3. उत्पादित माल के विक्रय से प्राप्त समस्त नकदी माहवार या जब भी आवश्यक हो कोषागार को प्रेषित की जायेगी।
सामान्य लेजर	**1312.** 1. सामान्य लेजर में निम्नलिखित लेखा, अन्य लेखों के अतिरिक्त विहित किये जायेंगे, जो आवश्यक समझे जायें (अ) कोषाधिकारी का लेखा (ब) नगदी लेखा (स) आपूर्तिकर्ता का सामूहिक लेखा (द) कस्टमर का सामूहिक लेखा (य) औजार एवं संयंत्र का लेखा (र) क्रेडिट बीजक (ल) डेविट बीजक (व) लाभ एवं हानि

	2. अतिशेष माहवारी दर्शाया जायेगा एवं जेलर तथा अधीक्षक द्वारा चेक होगा।
महानिरीक्षक को हानि की रिपोर्ट	**1313.** जब कभी किसी विशेष उद्योग में त्रैमासिक लेखाओं की तैयारी करते समय हानि की जानकारी अधीक्षक के संज्ञान में आये तब महानिदेशक (कारागार) और महानिरीरक्षक (कारागार) को ऐसी कार्यवाही जैसा कि वह आवश्यक समझे, के लिए रिपोर्ट किया जायेगा।
फैक्ट्ररी कार्यों का तुलनात्मक विवरण	**1314.** फैक्ट्ररी ऑफिस में फैक्ट्रीयों का तुलनात्मक विवरण संदर्भ की सुविधा हेतु टांग कर रख जायेगा।
उत्तर प्रदेश जेल डिपो	**1315.** जेलों से उत्तर प्रदेश जेल डिपो लखनऊ को भेजे जाने वाले माल के प्रेषण के नियम एवं इससे सम्बन्धित लेखों के रख–रखाव से सम्बन्धित नियम परिशिष्ट ग्यारह में निहित हैं।
पत्रों का पत्राचार	**1316.** जेल को प्राप्त समस्त पत्र यथाशीघ्र अधीक्षक के समक्ष इस कार्य हेतु उत्तरदायी कार्मिक द्वारा रखे जायेंगे।
स्थानीय डाक	**1317.** स्थानीय डाक प्राप्त करने वाला जेल अधिकारी अपने पठनीय हस्ताक्षर एवं अपना नाम डाक बुक में अंकित करेगा। अपवाद प्रकरणों में गेट कीपर पत्र की डिलीवरी प्राप्त कर सकता है एवं तत्पश्चात् जल्द से जल्द प्राप्त अवसर में पत्रों के प्राप्ति करने वाले अधिकारी को गेट बुक में प्राप्ति प्राप्त कर सौंप देगा।
पत्रों की विषय वस्तु	**1318.** 1. जहाँ तक संभव हो प्रत्येक पत्र केवल एक विषय से सम्बन्धित होगा। 2. प्रत्येक पत्र का उत्तर अलग–अलग दिया जायेगा एवं पूर्व संदर्भ यदि कोई हो निश्चित रूप से उद्धृत होगा।
पत्रावलिया	**1319.** पत्र व्यवहार के क्रम में एक विषय से सम्बन्धित समस्त पत्र या निर्गत पत्र या पत्रों को एक फाइल में रखा जायेगा। प्रत्येक प्राप्त या निर्गत पत्र तत्काल समुचित पत्रावली में प्रेषित किया जायेगा। प्रत्येक नई पत्रावली रजिस्टर में तत्काल दर्ज की जायेगी।
पत्र व्यवहार इत्यादि की अवधारण अवधि	**1320.**पत्र व्यवहार एवं अन्य अभिलेखों के अवधारण की अवधि परिशिष्ट–सात में विहित है।
रिहाई पर इतिवृत्तक टिकट	**1321.** सिद्धदोषी की रिहाई के एक वर्ष पश्चात् तक उसका इतिवृत्तक टिकट जेलर द्वारा संरक्षित रखा जायेगा।
इतिवृत्तक टिकट सुरक्षित अभिरक्षा में रखे जायेंगे	**1322.** अधीक्षक द्वारा नामित जेलर या अन्य कोई अधिकारी इस एवज में इतिवृत्तक टिकटों के सुरक्षित अभिरक्षा एवं यथार्थता दोनों के लिए उत्तरदायी होगा। यदि कोई इतिवृत्तक टिकट खो जाता है या नष्ट हो जाता है, तो डुप्लीकेट टिकट अधीक्षक की अनुमति से तैयार किया जायेगा। सभी दण्ड एवं अन्य प्रवष्टियाँ अभिलेखों से खोजी जायेंगी एवं जेलर एक प्रमाण पत्र हस्तक्षरित करेगा कि नये टिकट पर सभी वांछित प्रवष्टियाँ रिकार्ड की जा चुकी हैं। डुप्लीकेट टिकट पर स्पष्ट चिन्ह होगा एवं तैयार किये जाने की तिथि, अधीक्षक के आदेश की तिथि एवं डुप्लीकेट बनाये जाने की आवश्यकता के कारण प्रदर्शित होंगे।
पत्रावलियों का वितरण एवं बंद	**1323.** प्रत्येक पत्र–व्यवहार, अनुस्मारक पत्र, विलम्ब का स्पष्टीकरण एवं रूटिन कार्यों से सम्बन्धित डाकेंट जैसा कि संलग्नों की वापसी, रिकार्ड रूम में पत्रावली

किया जाना	दिये जाने से पूर्व बन्द करने पर नष्ट कर दी जायेगी। ऐसी रिपोर्टों के मूल अभिलेख एवं स्टेटमेंट जैसा कि छापा गया है प्रिन्टेड कॉपी के प्राप्त होने पर नष्ट कर दी जायेगी। यदि सामान्य प्रश्नों एवं विशेष प्रकरणों को एक ही फाइल में व्यवहरित किया गया है, पत्र व्यवहार के अवधारण के निर्धारित अवधि सामान्य प्रश्नों एवं विशेष प्रकरणों से अन्तर होने पर पत्रावली दो या अधिक हिस्सों में छंटाई हेतु बांट दी जायेगी।
वीडिंग लेबल	**1324.** 1. रिकार्ड रूम में प्रेषण से पहले पत्रावली पर या पत्रावली के हिस्से पर यदि पत्रावली कई हिस्सो में बांटी गयी है पत्रावली अवधारण की अवधि या समय जिस पर रिकार्ड नष्ट करने की अवधि पर विचार किया जाना है, लेबल चस्पा की जायेगी। 2. सम्बन्धित जेल अधिकारी प्रत्येक लेबल पर उसके चस्पा किये जाने के पश्चात् स्वयं से संतुष्ट होते हुए कि यह उपयुक्त है, लेबल पर आद्यखरित करेगा। 3. रजिस्टरों, पुस्तकों, रिटर्नस, रिपोर्ट एवं पत्रावलियों या पत्रावलियों की अवधि जिसके लिए इन्हें रखा जाना है कैलेण्डर वर्ष की शुरुआत से अगणित होगा कि आने वाले किस वर्ष में वह रजिस्टर, रिपोर्ट बुक या सम्बन्धित रिटर्न या पत्र–व्यवहार के प्रकरण जिसमें पत्रावली का अंतिम पत्र या पत्रावली निस्तारित की गयी है।
वीडेड पत्रावलियों का निस्तारण	**1325.** समस्त वीडेड पत्रावलियों एवं अभिलेखों, प्रकाशित पुस्तकों, रिपोर्ट, गजट एवं ऑफिस रूम का सामान्य कचरा एवं गुप्त अभिलेख या गोपनीय प्रकृति के पत्र पब्लिक को बेचे नहीं जायेंगे, बल्कि जिम्मेवार अधिकारी के व्यक्तिगत देख–रेख में नष्ट किया जायेगा या जला दिया जायेगा। फाइल बोर्ड, कैडक्स, नोट एवं पत्राचार लिफाफा पत्रावली नष्ट करने से पूर्व हटा दिये जायेंगे। फाइल बोर्ड और कैडक्ट पुनः प्रयोग किये जा सकते हैं, जबकि नोट्स एवं पत्राचार कवर रद्दी पत्रों की तरह बेचे जा सकते हैं। प्रकाशित पुस्तकों, रिपोर्ट एवं गजट जिनकी अब आवश्यकता नहीं रह गयी है एवं कार्यालय कक्षों का सामान्य कचरा भी रद्दी कागजों की तरह बेचे जा सकते हैं।
वीडिंग पर रिपोर्ट	**1326.** अधीक्षक प्रत्येक वर्ष के 1 अप्रैल को रिपोर्ट भेजेगा कि पुराने अभिलेखों की वीडिंग का कार्य अद्यतन है।
रिटर्नस की सूची, इत्यादि	**1327.** रिटर्नस की सूची इत्यादि जेल ऑफिस द्वारा प्रस्तुत किये जाने वाले रिटर्नस की सूची, रिपोर्ट एवं मांग पत्र परिशिष्ट–आठ में प्रस्तुत हैं।
फार्म एवं रजिस्टर	**1328.** जेल विभाग में सामान्य उपयोग हेतु आने वाले विभिन्न फार्मों का फार्मेट एवं रजिस्टरों का निर्धारण महानिदेशक द्वारा किया जायेगा एवं हैंडबुक के रूप में जारी होंगी।

अध्याय–57

कर्मचारी विकास

ड्यूटी के दौरान सुविधाएं	1329. समस्त सुविधाएं जैसे पीने का पानी, प्राथमिक चिकित्सा, प्रसाधन इत्यादि ड्यूटी पर तैनात कार्मिकों को विस्तारित होंगी।
आवास सुविधाएं	1330. कारागार कार्मिकों के लिए आधुनिक तरीके से समुचित सामुदायिक सेवाओं एवं सुविधाओं के साथ आवास विकसित किये जा सकेंगे।
कार्मिक बैठकें	1331. 1. संस्थागत स्टाफ सदस्यों की एक मासिक बैठक अधीक्षक बुलायेंगे इस मीटिंग के उद्देश्य होंगेः (क) संस्थागत गतिविधियों में समन्वय; (ख) कार्य के तरीकों में सुधार करना; (ग) स्टाफ के सदस्यों से शासन की नीतियों की व्याख्या करना; (घ) नयी प्रक्रियाओं, नियमों एवं विनियमों तथा अन्तःवासियों से सम्बन्धित अनुशासन, कैदियों के साथ व्यवहार एवं संस्थागत प्रबंधन की व्याख्या करना;

	(ड़.) कार्मिक प्रबंधन से संबंधित नितियों, स्टाफ अनुशासन की व्याख्या करना; (च) स्टाफ कल्याणकारी समिति द्वारा बनायी गयी कल्याणकारी कार्यक्रमों की योजनाओं पर व्याख्या करना; (छ) स्टाफ के सदस्यों को उनकी सामान्य समस्याओं पर चर्चा करने का अवसर प्रदान करना; (ज) जब कभी, जैसा आवश्यक हो, अच्छे कार्यों की प्रशंसा का संचार करना; (झ) जब कभी, जैसा आवश्यक हो, स्टाफ के सदस्यों को पुरस्कृत करना; 2. बैठक का कार्यवृत्त अभिलिखित किया जायेगा और इसकी एक प्रति अधीक्षक की टिप्पणियों के साथ परिक्षेत्रीय उप महानिरीक्षक कारागार को अग्रसारित की जायेगी।
सम्मेलन	1332. 1. विभागीय कार्मिकों का सम्मेलन महानिदेशक द्वारा मुख्यालय पर या अन्य किसी सुविधाजनक स्थान पर त्रैमासिक आयोजित की जायेगी। ऐसे सम्मेलन के उद्देश्य होंगे : (क) उपलब्धियों का जायजा लेना; (ख) संगठन की वर्तमान प्रक्रिया, प्रथाओं एवं तरीकों का मूल्यांकन करना; (ग) भविष्य के लिए विभाग के विकास की योजना बनाना; (घ) स्टाफ की कठिनाईयों एवं कर्मचारी आकांक्षाओं को समझना; (ड.) हिरासत–प्रबंधन की सर्वोत्तम प्रथाओं को बढ़ावा देना; 2. सम्मेलन का कार्यवृत्त अभिलिखित किया जायेगा एवं महानिदेशक इसे सरकार को अपने सुझावों एव सम्यक् प्रस्तावों के साथ अग्रसारित करेंगे। कारागार मुख्यालय द्वारा इन कार्यवृत्तों पर की गयी कार्यवाही एवं प्रस्तावों को संस्था के कार्मिकों को संसूचित किया जायेगा।
स्टाफ प्रशिक्षण	1333. 1. प्रशिक्षण कार्यक्रमों का लक्ष्य होगा– (क) सुधारककर्मियों को सुधारक प्रशासन के वैज्ञानिक एवं प्रगतिशील तरीकों से परिचित कराना; (ख) उनको अपनी जिम्मेदारियों के प्रति, एवं कल्याणकारी राज्य में उनके द्वारा निभाये जाने वाले रोल के प्रति, सचेत बनाना; (ग) उनकी क्षमताओं एवं कौशल को परिस्कृत करना, उनकी प्रशासनिक ड्यूटियों के प्रदर्शन में सुधार करना एवं उनको विभाग की भविष्य की उच्चतर जिम्मेवारियों की स्थिति में भविष्य की आवश्यकताओं से भिड़ने के अनुभव प्रदान करना;

	(घ) सुधारक कार्मिकों के मध्य आत्मा–शरीर की भावना उत्पन्न करना; सुधारक कर्मियों को (पीटी में, ड्रिल में, निहत्थे मुकाबले में, केन ड्रिल में, एवं भीड़ तितर–बितर ड्रिल में) प्रासंगिक नियमों एवं विनियमों के साथ प्राधिकारियों द्वारा निर्धारित साधनों द्वारा आक्रामक कैदियों के नियंत्रण में सक्षम बनाने के लिए विशेष प्रशिक्षण दिया जायेगा। कार्मिकों जिन्हें शस्त्र प्रदान किये गये हैं को, इनके प्रयोग में प्रशिक्षित किया जायेगा एवं उनके प्रयोग को नियंत्रित करने वाले विनियमों पर निर्देश दिये जायेंगे। 2- कारागार विभाग के सभी नये रंगरुटों चाहे सुरक्षा, अभिरक्षा, कार्यकारी, बर्ताव या पर्यवेक्षीय स्टाफ कोई भी हो, उनके कार्य की आवश्यकताओं के उपयुक्त पर्याप्त समयावधि का मूलभूत प्रशिक्षण दिया जायेगा। अन्य विभागों से प्रतिनियुक्ति पर आये समस्त अधिकारियों एवं स्टाफ को भी एक सप्ताह का कारागार विभाग के कार्य पद्धति के सम्बन्ध में एक लघु अभिविन्यास पाठ्यक्रम दिया जायेगा।
प्रशिक्षण संस्थान	1334. डॉ0 सम्पूर्णानन्द जेल प्रशिक्षण संस्थान लखनऊ जेल प्रशासन एवं प्रबंधन के लिए राज्य स्तर का संस्थान है। राज्य सरकार, आवश्यकतानुसार क्षेत्रीय प्रशिक्षण संस्थान एवं विद्यालय भी स्थापित कर सकेगी।
प्रशिक्षण संस्थान के कार्य	1335. प्रशिक्षण संस्थान/ सुधारक सेवाओं के क्षेत्रीय संस्थानों के कार्य होंगे : (क) प्रशिक्षण (ख) अनुसंधान (ग) संगठन और तरीकों पर अध्ययन, एवं, (घ) सुधारक सेवाओं पर जर्नल, पम्पलेट, पेपर एवं हैण्डबुक का प्रकाशन

प्रशिक्षण संस्थान का प्रशासन	1336. कारागार अधिकारी जो अपर महानिरीक्षक कारागार के स्तर से की नीचे का न हो, निदेशक के रूप में डॉ. सम्पूर्णानन्द जेल प्रशिक्षण संस्थान लखनऊ का नेतृत्व करेगा। बेहतर प्रबन्धन एवं प्रशासन हेतु उप निदेशक एवं सहायक निदेशक जो कि क्रमशः वरिष्ठ अधीक्षक एवं अधीक्षक के पद से नीचे के नहीं होंगे, भी तैनात किये जायेंगे। प्रशिक्षण के सुचारू संचालन हेतु सरकार समय–समय पर अन्य अपेक्षित एवं आवश्यक पदों का सृजन कर सकती है।
प्रशिक्षण पाठ्यक्रम	1337. 1. जहाँ तक संभव हो, प्रशिक्षण संस्थानों में निम्नलिखित प्रशिक्षण पाठ्यक्रम आयोजित किये जायेंगेः (क) सभी सुधारक अधिकारियों की भर्ती पर उदाहरणार्थ, अधीक्षक डिप्टी जेलर एवं वार्डर प्रारम्भिक मूलभूत प्रशिक्षण पाठ्यक्रम का प्रशिक्षण करेंगे; (ख) सेवारत अधीक्षकों, जेलर, डिप्टी जेलर, सुरक्षाकर्मियों एवं समस्त श्रेणियों के अन्य सुधारक अधिकारी प्रत्येक पांच वर्ष में एक बार पुनश्चर्यापाठ्यक्रमों से गुजरेंगे; (ग) कारागार अधिकारियों के लिए उर्द्धाधर बातचीत पाठ्यक्रम (विषयगत) (घ) सुधारक प्रशासन एवं अपराधियों के उपचार के विभिन्न पहलुओं पर लघु

	अवधि के पाठ्यक्रम; (य) कारागारों के महानिदेशक कारागार एवं अपर महानिरीक्षक प्रशिक्षण संस्थान देश के अन्दर एवं विदेश में आयोजित सम्मेलनों एवं विशेष प्रशिक्षण पाठ्यक्रमों में भाग लेने के लिए विशेष योग्यता एवं क्षमताओं के अधिकारियों का एक पैनल तैयार करेंगे। 2. वरिष्ठ अधिकारियों की अध्ययन टीम देश के अन्य राज्यों में विजिट करने के लिए प्रतिनियुक्ति किया जा सकेगा। ऐसी टीम महानिरीक्षक की स्वीकृत प्राप्त करने के पश्चात् ऐसे देशों की भी विजिट कर सकेगी जहाँ अभिनव सुधारक कार्यक्रमों एवं प्रथाओं को सफलतापूर्वक शुरू किया जा चुका है। विभाग में उत्कृष्ट प्रदर्शन के अधिकारियों को ऐसी विजिट के लिए वरीयता दी जायेगी। 3. विभिन्न प्रशिक्षण कार्यक्रमों का पाठ्य विवरण समय–समय पर महानिदेशक द्वारा पाठ्य विवरण निर्धारण समिति के संस्तुतियों पर निर्धारित की जायेगी। कमेटी निम्न से गठित होगी– एक– अपर महानिरीक्षक प्रशिक्षण संस्थान–अध्यक्ष, दो– उप महानिरीक्षक (मुख्यालय)– सदस्य, तीन–उप निदेशक, प्रशिक्षण संस्थान– सदस्य सचिव, चार– वरिष्ठ अधीक्षक, आदर्श कारागार– सदस्य, पांच– सहायक निदेशक (अकादमिक)– सदस्य

स्टाफ कल्याण समिति	1338. 1. प्रत्येक संस्था में एक कल्याण समिति कार्यकारी, तकनीकी, मंत्रालयिक एवं सुरक्षा/अभिरक्षा कार्मिकों से बनी हुई, होगी। अधीक्षक इस कमेटी का पदेन अध्यक्ष होगा। वर्ष के चतुरांश में कम से कम एक बार कल्याण समिति की बैठक आयोजित होगी। इस बैठक का कार्यवृत्त अभिलिखित किया जायेगा। 2. महानिदेशक कार्यालय के स्टाफ के लिए एक केंद्रीय कल्याण समिति भी होगी। महानिदेशक कारागार इस कमेटी के प्रेसीडेंट एवं निम्नलिखित सदस्यगण होंगे; (क) अपर महानिरीक्षक (मुख्यालय)– वाइस प्रेसीडेंट; (ख) प्रशिक्षण एवं विकास संस्थान के अपर महानिरीक्षक, (ग) समस्त उप महानिरीक्षक, (घ) वरिष्ठ अधीक्षक, आदर्श कारागार, लखनऊ, (ड.) वरिष्ठ अधीक्षक, जिला कारागार, लखनऊ
स्टाफ कल्याण	1339. कल्याण समिति के कार्य निम्न प्रकार के होंगे–

समितियों के कार्य	(क) स्टाफ कल्याण के लिए कार्यक्रम की योजना बनाना; (ख) कल्याण कोष की स्थापना करना; (ग) कल्याण कोष के उपयोग के लिए वार्षिक बजट तैयार करना; (घ) स्टाफ कैंटीन को चलाना; (ड.) संस्थागत स्टाफ के लिए सहकारी क्रेडिट सोसायटी एवं बहुद्देश्यीय सहकारी दुकान को गठित करना; (च) स्टाफ के सदस्यों को बचत की आवश्यकता, लघु बचत स्कीम इत्यादि पर प्रभावित करना; (छ) कल्याण कोष, इसके लेखा के रखरखाव का पर्यवेक्षण करना और इनका वार्षिक आडिट कराना; (ज) कल्याणकार्यों के सम्बन्ध में एक वार्षिक रिपोर्ट तैयार करना; (झ) केंद्रीय समिति को कोष के उपयोगार्थ सलाह देना;
कल्याण कोष	1340. प्रत्येक संस्था में एक कल्याण कोष की स्थापना स्टाफ के सदस्यों एवं उनके परिवारों को सुख–सुविधायें प्रदान करने के लिए, की जायेगी। कोष निम्नलिखित स्रोतों से विकसित किया जायेगा; (क) स्टाफ के सदस्यों से मासिक अंशदान; (ख) सरकार द्वारा विहित नियमों के विषयान्तर्गत स्वैच्छिक दान; (ग) निवेश से एकत्रित ब्याज; (घ) नाट्य दल, सिनेमा इत्यादि के द्वारा लाभ प्रदर्शन; (ड.) सहकारी क्रेडिट समिति एवं प्रतिष्ठित संगठनों से प्राप्त दान; (च) सहकारी दुकानों से प्राप्त लाभांश एवं सरकार द्वारा प्रदत्त सहायकी;
कार्मिकों एवं परिवार के सदस्यों हेतु कल्याणकारी लाभ	1341. कल्याण कोष से कार्मिकों एवं उनके पारिवारिक सदस्यों हेतु निम्नलिखित लाभ उपलब्ध कराये जायेंगे– (क) चिकित्सीय सहायता जहाँ सामान्य चिकित्सीय मदद से ज्यादा अपेक्षित है और जो स्टाफ के सदस्य की वित्तीय क्षमता से परे है; (ख) स्टाफ के बच्चों की शिक्षा के लिए मदद; (ग) स्टाफ के सदस्यों के परिजनों को घरेलू उद्योग चलाने के लिए एवं हस्तकला जैसे– सिलाई, कताई, विभिन्न सामग्रियों का लघु पैमाने पर उत्पादन के लिए सुविधायें एवं अन्य सामान्य गतिविधियों को चलाने के लिए; (घ) स्टाफ सदस्यों के बच्चों के लिए हॉस्टल एवं शैक्षिणक संस्थानों में सीटों के आरक्षण; (ड.) स्टाफ कैंटीन; (च) मनोरंजक एवं सांस्कृतिक गतिविधियाँ जैसे कि

	एक –स्टाफ क्लब; दो– स्टाफ पुस्तकालय; तीन– स्टाफ स्पोर्ट्स, संस्थागत एवं अन्तर संस्थागत फिक्सचर, इत्यादि; **टिप्पणी**–इस कोष के संग्रह एवं संचालन के लिए विस्तृत नियम महानिदेशक (कारागार) द्वारा बनाये जायेंगे। जेल स्तर पर साथ ही साथ राज्य स्तर पर सम्यक् अवसर उपलब्ध कराये जायेंगे ताकि जेल कार्मिक अपनी सेवा शर्तों, कैरियर एवं कैडर से सम्बन्धित अपने उत्साह को बढ़ाये। जेल स्तर पर अधीक्षक एवं राज्य स्तर पर महानिदेशक इस प्रयोजन के लिए एक मीटिंग आयोजित करेंगे।

अध्याय–58

अन्य स्टाफ की ड्यूटियाँ

शिक्षा कर्मी	**1342** . कारागार में तैनात कार्मिकों, जिनकी ड्यूटियाँ पूर्ववर्ती अध्यायों में वर्णित नहीं हैं, ऐसे कार्मिकों की ड्यूटियाँ इस अध्याय में उल्लिखित की जा रही हैं – शिक्षा कर्मी निम्नलिखित क्षेत्रों में अपनी विशिष्ट ड्यूटियाँ निष्पादित करेंगे– (क) स्वास्थ्य, शैक्षिणक, सामाजिक एवं नैतिक शिक्षा के बहुआयामी शैक्षिक कार्यक्रमों के संचालन करने में; (ख) जेल शिक्षा को, शिक्षा की मुख्यधारा से जोड़नें; (ग) नये प्रवेशित अन्तःवासियों की उनकी शैक्षिक अभिरूचि, क्षमताओं एवं रूचियों को तय करने के लिए, स्क्रीनिंग करनें, (घ) साक्षारता प्रोग्राम, सामाजिक–सांस्कृतिक एवं अध्यात्मिक विकास कार्यक्रमों के संचालन में; (ड.) टेस्ट एवं परीक्षाओं की व्यवस्था करने में, अन्तःवासियों के शैक्षिक कार्यक्रमों

	की नियत कालीन आकलन करने में, जब आवश्यक हो शैक्षिक कार्यक्रमों में परिवर्तन करने में; (च) पर्याप्त पठन सामग्री एवं दृश्य–श्रव्य सुविधाओं के साथ पुस्तकालय का रख–रखाव करने में; (छ) अधीक्षक द्वारा निर्देशित अन्य ड्यूटियाँ।
लेखाकार	**1343.** लेखाकार निम्नलिखित ड्यूटियों के लिए उत्तरदायी होंगे– (क) आगामी बजट के लिए आकलन तैयार करना; (ख) विभिन्न शाखाओं यथाः– सामान्य खर्च, उद्योग, कैंटीन, इत्यादि की लेखा प्रविष्टियों का रख–रखाव करना; (ग) विभिन्न स्टोरों से सम्बन्धित सभी लेखा रजिस्टरों की दैनिक जाँच करना; (घ) वित्तीय रिटर्न, आवर्ती पत्रों एवं सांख्किीय आंकड़े भरना; (ड.) अभिलेखों के सत्यापन द्वारा भुगतान की तैयारी करना, वेतन, व कैदियों को दिये गये पारिश्रमिक प्रोत्साहन, इत्यादि के बिल बनाना; (च) जी.पी.एफ. एवं अन्य कोषों से सम्बन्धित कार्य करना; (छ) आय–कर, माल एवं सेवा–कर या अन्य कोई टैक्स जो केंद्र/राज्य सरकार द्वारा समय के साथ प्रभावी किया जाय से सम्बन्धित सभी मामलों को व्यवहरित करना (ज) अधीक्षक द्वारा प्रत्यायोजित अन्य कार्य करना;

मंत्रालयिक स्टाफ	**1344.** मंत्रालयिक स्टाफ निम्नलिखित ड्यूटियाँ का पालन करेगा– (क) नियमों द्वारा अपेक्षित समस्त कर्मचारियों की सेवा पुस्तिकाओं को अद्यावधि रखना, (ख) सेवा पुस्तिकाओं एवं सम्बन्धित स्थापना रजिस्टरों में सभी महत्वपूर्ण प्रविष्टियाँ का उल्लेख सुनिश्चित करना, (ग) अपने सेक्शन में आने वाले प्रत्येक पेपर के निस्तारण हेतु शीघ्र एवं प्रभावी कार्रवाई करना, (घ) सेक्शन में फाइलों, रजिस्टरों, गार्ड फाइलों, डायरी एवं अन्य अभिलेखों का सम्यक् रख–रखाव, (ड.) नियत कालीन विवरणों के त्वरित प्रस्तुतिकरण को सम्मिलित करते हुए कोड/मैन्युअल/कार्यालय आदेशों इत्यादि में निहित निर्देशों का कठोरता से

	परीक्षण करना, (च) उपस्थिति रजिस्टरों को प्रतिदिन अद्यावधि रखना, (छ) नियमों के अनुसार पेपर/अभिलेखों की वीडिंग कराना, (ज) स्वयं को आवंटित प्रकरणों पर टिप्पणियाँ लिखना, (झ) उत्तरों का ड्राफ्ट तैयार करना एवं कम्प्यूटर्स में डाटा इन्ट्री सुनिश्चित करना यदि कोई हो, (अ) पेपर का पंजीकरण एवं डायरीकरण करना, (ट) सेक्शन के पत्रों एवं फाइलों का प्राप्ति एवं प्रेषण सुनिश्चित करना, (ठ) अधिकारी के माध्यम से गुरजने वाले पत्रों, फाइलों की गति को अभिलेखबद्ध करने हेतु रजिस्टर का रख–रखाव, (ड) प्रशासन द्वारा उपलब्ध कराये गये वर्गीकृत दस्तावेजों एवं अन्य सामग्रियों की सुरक्षित अभिरक्षा एवं निस्तारण को सुनिश्चित करना, (ढ) सेक्शन साफ–सुथरा एवं स्वच्छ रखा गया है को सुनिश्चित करना, (ण) वरिष्ठ अधिकारियों द्वारा अभिहस्तांकित अन्य कोई कार्य,
तकनीकी प्रशिक्षण अनुदेशकों	**1345.** तकनीकी प्रशिक्षण अनुदेशकों की वशिष्ट ड्यूटियाँ नीचे इंगित हैं :– (क) अन्तःवासियों हेतु व्यवसायिक योग्यता, टेस्ट का प्रबन्धन, साक्षात्कार करना एवं अन्तःवासियों के सम्बन्ध में व्यवसायिक इतिहास, दक्षता–अभिरूचि एवं रुचियों के आंकड़ों को संग्रह करना; (ख) अन्तःवासियों को अप्रिन्टिसशिप प्रदान करना, उन्हें ऑन–दी–जॉब और व्यवसायिक प्रशिक्षण देना; (ग) कैदियों के प्रशिक्षण से सम्बन्धित प्रगति रिर्पोटों का रखरखाव करना; (घ) वर्कशाप में, उपकरण एवं मशीन अच्छी कार्यकारी स्थिति में रखना, दुकानों एवं फैक्ट्रियों की अभिरक्षा एवं उनका रखरखाव करना; (ड.) वर्कशाप एवं फैक्ट्ररी क्षेत्र में सुरक्षा उपायों को सुनिश्चित करना; (च) विभिन्न सेक्शन में कार्य करने वाले अन्तःवासियों के मस्टररोल का रखरखाव करना; (छ) उत्पादन की गुणवत्ता एवं मात्रा पर पर्यवेक्षण; (ज) टास्क का मापन एवं मजदूरी बाँटना; (झ) अधीक्षक द्वारा निर्देशित अन्य ड्यूटियाँ करना;
अनुरक्षण स्टाफ	**1346.** अनुरक्षण स्टाफ निम्नलिखित ड्यूटियों को करने के लिए उत्तरदायी होगा– (क) जेल भवनों का अनुरक्षण एवं मरम्मत;

	(ख) जेल उद्योगों के अलावा, मशीनों, टूल्स एवं उपकरणों का अनुरक्षण एवं सर्विस; (ग) विद्युत लाइनों, पाइप लाइन सुविधा, जल आपूर्ति प्लान्ट, पॉवर प्लान्ट एवं सीवेज उपचार संयंत्र का अनुरक्षण एवं सर्विस; (घ.) आकस्मिकता के उपकरणों जैसे अग्नि–शमन संयंत्रों एवं दुर्घटना निरोधक उपायों की नियत कालीन परीक्षण; (ड.) अधीक्षक द्वारा निर्देशित अन्य ड्यूटियाँ करना;
कृषि कार्मिक	**1347.** कृषि के निम्नलिखित क्षेत्रों में कैदियों के कौशल उच्चीकरण हेतु कृषि कार्मिक जिम्मेवार होंगे :– (क) कृषि एवं बागवानी से सम्बन्धित सभी मामलों से निपटान के लिए; (ख) कृषि एवं बागवानी से सम्बन्धित सभी रिकार्डों को अद्यावधि रखना एवं सभी वांछित सूचनाओं एवं रिटनर्स का समय से प्रस्तुतीकरण, (ग) कैदियों को कृषि सम्बन्धी कार्यों का वितरण, मास्टररोल का रख–रखाव, किये गये कार्य का मूल्यांकन एवं मजदूरी बांटना; (घ) प्रशिक्षण प्रोजेक्टों की योजना बनाना, अन्तःवासियों को उन्नत तरीकों में प्रशिक्षण प्रदान करना तथा कृषि एवं बागवानी का अभ्यास कराना, (ड.) अन्तःवासियों के प्रशिक्षण से सम्बन्धित प्रगति रिपोर्टों का रख–रखाव; (च) कृषि एवं सम्बन्धित कार्य के लिए, योजनाएं बनाना; (छ) पशुधन, टूल्स एवं उपकरणों की सुरक्षा एवं अनुरक्षण; (ज) अधीक्षक द्वारा निर्देशित अन्य ड्यूटियाँ करना;

सहायक कम्प्यूटर प्रोग्रामर की ड्यूटियाँ	**1348.** सहायक कम्प्यूटर प्रोग्रामर निम्नलिखित ड्यूटियाँ करने हेतु उत्तरदायी होंगे– (क) आवश्यकता के अनुसार आनलाइन टर्मिनलों एवं सम्बन्धित कम्प्यूटिंग उपकरणों के संचालन हेतु, (ख) जेलों से सम्बन्धित सभी तकनीकी अभिलेखीकरण के विकास हेतु, (ग) ई–मेल से संबंधित सभी सूचनाओं को प्राप्त करना, चेक करना, प्रेषण करना एवं प्रस्तुत करना, (घ) मुख्यालय एवं शासन द्वारा वांछित सभी महत्वपूर्ण सूचनाओं को विभिन्न पोर्टल पर समय पर अपलोड करना, (ड.) ई–प्रिजन के विभिन्न माड्यूल एवं अन्य पोर्टल पर प्रविष्टियाँ सुनिश्चित करना, (च) वीडियों कांफ्रेसिंग के माध्यम से बैठकों को व्यवस्थित करना एवं संचालन

	करना, (छ) वीडियो कांफ्रेसिंग के माध्यम से कैदियों का रिमाण्ड व्यवस्थित करना एवं संचालित करना, (ज) फॉलोअप के साथ डाटा का समय से संकलन एवं मॉनीटरिंग करना, (झ) प्रिजनर्स की सूचनाओं सम्बन्धित किसी भी त्रुटि का संशोधन करना, (अ) उच्चाधिकारियों को कम्प्यूटर से संबंधित सभी डिवाइसेज की स्थिति एवं खराबी, (यदि कोई हो) से अवगत कराना तथा इन्हें कार्यशील अवस्था में बनाये रखना, (ट) समस्याओं के निस्तारण हेतु मानक निर्देशों संसाधनों या प्रक्रिया एवं सामग्री का उपयोग करना, (ठ) सहायक कम्प्यूटर प्रोग्रामर कम्प्यूटर से संबंधित सभी कार्यों हेतु उत्तरदायी होंगे,
सामाजिक कार्यकर्ता	**1349.** सामाजिक कार्यकर्ता निम्नलिखित ड्यूटियों को करने हेतु उत्तरदायी होंगे– (क) कल्याण इकाई के कार्यों का समन्वय करने के लिए; (ख) अन्तःवासियों की संस्थागत समायोजन में आने वाली समस्याओं को, काबू पाने में मदद करने के लिए; (ग) जेल के अन्दर व बाहर उपलब्ध स्रोतों के साथ, कैदियों की सुधारक आवश्यकताओं को जोड़ने के लिए; (घ) उन्मुखीकरण, वर्गीकरण एवं पुनः वर्गीकरण कार्यक्रम में भाग लेने के लिए; (ड.) अन्तःवासियों एवं प्रशासन के मध्य समझ को सुगम बनाने के लिए; (च) जेल सुरक्षा और अनुशासन को बनाये रखने में, जेल प्राधिकारियों की सहायता करने के लिए; (छ) पूर्व–रिहाई कार्यक्रमों में भाग लेने और अन्तवासियों उनके लिए उपयोगी सम्पर्कों को स्थापित करने हेतु सहायता करने के लिए; (ज) कैदियों के पुनर्वासन हेतु संसाधनों की पहचान करने के लिए; (झ) अधीक्षक द्वारा निर्देशित अन्य ड्यूटियाँ करने के लिए।
काउंसलर	**1350.** काउंसलर निम्नलिखित ड्यूटियाँ करने के लिए उत्तरदायी होंगे– (क) अन्तःवासियों की भावनात्मक एवं मनोवैज्ञानिक समस्याओं से निपटने के लिए; (ख) जेल के अन्दर समायोजन की समस्याओं एवं जेल के बाहर अपने परिवारों से रिश्ते में, सामना कर रहे कैदियों को, परामर्श प्रदान करने के लिए; (ग) अन्तःवासियों को अपनी आत्मछवि, आत्मविश्वास विकसित करने में,

	सहायता करने एवं सुधारक उपचार के लिए प्रेरित करने के लिए; (घ) अन्तःवासियों द्वारा सामना की जा रही कठिनाइयों को समझने में, स्टाफ की मदद करने के लिए तथा; (ड.) सम्बन्धित मामलों में, मनोविशेषज्ञ की, सहायता करने के लिए तथा; (च) अधीक्षक द्वारा निर्देशित अन्य ड्यूटियाँ करने के लिए;
विधि अधिकारी	**1351.** विधि अधिकारी निम्नलिखित कर्तव्यों को करने के लिए उत्तरदायी होंगे– (क) कारावास की सीमाओं के अंतर्गत, कैदियों के मानवाधिकारों के संरक्षण पर, जेल प्राधिकारियों को सलाह देने के लिए; (ख) कैदियों के विधिक एवं प्रक्रियात्मक अधिकारों की व्याख्या करने के लिए; (ग) न्यायालयों, ट्रिब्यूनल्स एवं अन्य न्यायिक एवं अर्द्ध–न्यायिक प्लेटफार्मस् यथा, राष्ट्रीय मानवाधिकार आयोग, राज्य मानवाधिकार आयोग, राष्ट्रीय महिला आयोग, इत्यादि, के समक्ष लंबित समस्त कारागार प्रकरणों में व्यवहार करने हेतु जेल अधिकारियों की सहायता करना, (घ) पीड़ित कैदियों के लिए निःशुल्क विधिक सहायता की व्यवस्था करने के लिए; (ड.) योग्य मामलों के लिए याचिका एवं अपील तैयार करने के लिए; (च) विशेष न्यायालय, लोक अदालत एवं विडियों कांफ्रेसिंग के आयोजन में जेल प्राधिकारियों की मदद करने के लिए; (छ) जेल प्रशासन को कानूनी असर वाले सभी मामलों में, समझौतों, अनुबंध, शपथपत्र एवं न्यायालय के अभिलेखों को सम्मिलित करते हुए, सलाह देने के लिए। जेल के सभी मामलों में न्यायिक निर्णय एवं निर्देशों से पूरी तरह वाकिफ रखने का प्रयास करते हुए जेल प्राधिकारियों को सलाह देने के लिए; (ज) अधीक्षक द्वारा निर्देशित अन्य ड्यूटियाँ करने के लिए।

अध्याय–59

प्रिजन्स के लिए बोर्ड–नीति एवं विकास

कारागार विकास योजनाओं के समावेश	1352. केंद्रीय एवं राज्य योजनाओं में कारागार के विकास के लिए योजनाएं बनाने के निमित्त कदम उठाये जायेंगे। ऐसी योजनाएं कारागार के सुधारात्मक कार्यक्रमों से सम्बन्धित होंगी, एवं कारागार स्टाफ की गुणात्मक उन्नति से सम्बद्ध होंगे।
राज्य कारागार सलाहकार परिषद	1353. राज्य सरकार और कारागार प्रशासन को जेलों में सुधारक कार्य से सम्बन्धित मामलों, अंतःवासियों के पुनर्वास के मामलों पर सलाह देने के लिए एक राज्य कारागार सलाहकार परिषद होगी।

राज्य कारागार सलाहकार परिषद के कार्य	1354. 1. राज्य कारागार सलाहकार परिषद प्रभावी अन्तर विभागीय सहयोग और समन्वय लाने के उद्देश्य से राज्य सरकार के कारागार, कानून एवं न्याय, पुलिस, शिक्षा, तकनीकी शिक्षा, उद्योग, फूड एवं सिविल सप्लाई, वित्त, कार्मिक, हर्टीकल्चर, स्वास्थ्य एवं पब्लिक कार्य विभाग के विभागाध्यक्षों की मीटिंग स्थल की तरह कार्य करेगी। 2. परिषद निम्नलिखित कार्य अपने विचारार्थ लेगी (क) अपराधियों के पुनर्वास की आवश्यकता पर जोर देना, (ख) समस्त कारागारों में कैदियों की निर्वाह दशा उनकी मूलभूत आवश्यकताओं एवं मानव जीवन के गरिमा के संगत विशिष्ट संदर्भ के साथ, परीक्षा करना; (ग) जहाँ कहीं वर्तमान कारागार संतोषजनक स्थिति में नहीं है या मरम्मत से परे हैं पर नयी कारागारों का निर्माण; (घ) कैदियों के साथ बर्ताव के विकास कार्यक्रमों, शोध, शिक्षा, व्यवसायिक प्रशिक्षण एवं कौशल विकास, कारागारों को सुधारक केंद्रों की तरह विकसित करने की एक दृष्टि के साथ, को सम्मिलित करते हुए उपायों को सुझाना एवं समीक्षा करना; (ड) आधुनिक तकनीकी, तरीकों एवं उपकरणों के प्रतिष्ठापन द्वारा कारागारों का प्रभावकारी प्रबन्धन, (च) भर्ती की आवश्यकता, प्रशिक्षण, सेवा शर्तों एवं कारागार कर्मियों से सम्बन्धित मामलों का परीक्षण करना,
राज्य कारागार सलाहकार परिषद का गठन	1355. राज्य कारागार सलाहकार परिषद में राज्य के निम्नलिखित अधिकारी सम्मिलित होंगे– (क) कारागारों के प्रभारी मंत्री–अध्यक्ष; (ख) प्रमुख सचिव कारागार विभाग– उपाध्यक्ष; (ग) सचिव वित्त या प्रमुख सचिव वित्त विभाग द्वारा नाम निर्दिष्ट विशेष सचिव; (घ) प्रमुख सचिव न्याय या उनका कोई नाम निर्दिष्ट जो विशेष सचिव स्तर के नीचे का न हो; (ङ) पुलिस महानिदेशक या उनका नामनिर्दिष्ट जो महानिदेशक स्तर के नीचे का न हो; (च) महानिदेशक कारागार सदस्य सचिव; (छ) महानिदेशक अभियोजन या उनका नामिनी जो महानिदेशक अभियोजन से स्तर के नीचे का न हो; (ज) महानिदेशक स्वास्थ्य सेवाएं या उनका नामिनी जो अपर निदेशक स्तर से नीचे का न हो; (झ) प्रमुख सचिव राजस्व द्वारा नामित विशेष सचिव राजस्व विभाग; (अ) उच्च न्यायालय के रजिस्ट्रार जनरल द्वारा नामित एक डिप्टी रजिस्ट्रार हाईकोर्ट; (ट) निदेशक बेसिक शिक्षा या उनका नामिनी जो अपर निदेशक स्तर से

	नीचे का न हो; (ठ) निदेशक माध्यमिक शिक्षा या उनका नामिनी जो अपर निदेशक स्तर से नीचे का न हो; (ड) निदेशक तकनीकी शिक्षा या उनका नामिनी जो अपर निदेशक स्तर से नीचे का न हो; (ढ) निदेशक साक्षरता एवं वैकल्पिक शिक्षा या उनका प्रतिनिधि जो अपर निदेशक स्तर के नीचे का न हो; (ण) निदेशक उद्योग या उनका प्रतिनिधि जो संयुक्त निदेशक स्तर से नीचे का न हो; (त) निदेशक समाज कलयाण या उनका प्रतिनिधि जो अपर निदेशक स्तर से नीचे का न हो; (थ) मुख्य परवीक्षा अधिकारी; (द) मुख्य अधिवक्ता लोक निर्माण विभाग या उनका नाम निर्देशिती जो मुख्य अभियन्ता के स्तर से नीचे का न हो;
गैर सरकारी सदस्य	1356. निम्नलिखित गैर सरकारी पदाधिकारी भी शासन द्वारा राज्य कारागार सलाहकार परिषद में सदस्य के रूप में नियुक्त किये जायेंगे– (क) राज्य के विधानसभा के तीन सदस्य, जिनमें एक सदस्य महिला होगी एवं एक सदस्य राज्य विधानसभा में प्रमुख विरोधी दल से सम्बद्ध होगा; (ख) राज्य से निर्वाचित संसद के दो सदस्य; (ग) कारागार प्रशासन एवं कैदी कल्याण के क्षेत्र में कार्यरत जनता के दो प्रख्यात सदस्य। उनमें से एक महिला होगी; (घ) राज्य की कारागार सेवा के दो सेवानिवृत्त अधिकारी जो उपमहानिरीक्षक स्तर से नीचे का न हो;
बैठकें एवं कार्यवृत्त	1357. 1. राज्य कारागार सलाहकार परिषद एक कैलेण्डर वर्ष में कम से कम एक बैठक करेगी। असाधारण स्थिति के परिणामस्वरूप, सदस्य सचिव राज्य कारागार सलाहकार परिषद के सदस्यों की एक विशेष बैठक बुलाने, के लिए अधिकृत हैं। वह ऐसी बैठक की आवश्यकता से सदस्यों को भी अवगत करायेंगे; 2. राज्य कारागार सलाहकार परिषद की प्रत्येक बैठक का कार्यवृत्त मिनट–पुस्तिका में अभिलेखित किया जायेगा एवं इसकी एक प्रति कारागारों के प्रभारी मंत्री को तथा प्रमुख सचिव/सचिव कारागार विभाग को अग्रसारित की जायेगी; 3. राज्य कारागार सलाहकार परिषद के सदस्य राज्य की किसी भी जेल को विजिट कर सकेंगे; 4. मांगे जाने पर अधीक्षक कोई पेपर/सुधार कार्य से सम्बन्धित अभिलेख, मनोरंजन, कैदियों के प्रशिक्षण, कैदियों भोजन, कैदियों के स्वास्थ्य की देखभाल, कार्मिकों की शिकायतें एवं कठिनाइयों से सम्बन्धित कोई पेपर या अभिलेख राज्य

		कारागार सलाहकार परिषद के विजिटिंग सदस्य/सदस्यों के समक्ष प्रस्तुत करेगा;
	5.	राज्य कारागार सलाहाकार बोर्ड की बैठकों के उद्देश्य से कम से कम 3 अशासकीय सदस्यों को शामिल करते हुए 9 सदस्यों का कोरम होगा;
	6.	यदि राज्य कारागार सलाहकार बोर्ड का कोई अशासकीय सदस्य बोर्ड की बैठक में बावजूद पूर्व सूचना एवं नोटिस के तीन लगातार अवसरों पर भाग लेने में असफल रहता है तो उसकी सदस्यता स्वतः निरस्त समझी जायेगी एवं बोर्ड के सदस्य सचिव राज्य सरकार से नये अशासकीय सदस्य की नियुक्त हेतु प्रस्ताव भेजेंगे;
	7.	राज्य कारागार सलाहकार परिषद के एक अशासकीय सदस्य, परिषद में अपनी नियुक्ति की तिथि से तीन वर्ष की अवधि के लिए पद धारण करेगा, और पुनः नियुक्त के लिए विचार किया जा सकेगा;
	8.	राज्य सरकार, राज्य कारागार सलाहकार परिषद में नियुक्त किये गये किसी भी अशासकीय सदस्य की नियुक्ति को बिना कारण बताये निरस्त करने का अधिकार सुरक्षित रखती है;
	9.	परिषद के अशासकीय सदस्य परिषद की मीटिंग में भाग लेने के लिए राज्य सरकार द्वारा समय–समय पर निर्धारित भत्ते प्राप्त करेंगे;

(अवनीश कुमार अवस्थी)

अपर मुख्य सचिव

परिशिष्टों की सूची ए बी सी डी एवं 1 से 17 तक–

क्र0सं0	परिशिष्ट	विषय
1	परिशिष्ट–ए	आहार (अध्याय–23)
2	परिशिष्ट–बी	कपड़े, बिस्तर, बर्तन और अन्य वस्तुएं (अध्याय–24)
3	परिशिष्ट–सी	बन्दियों का कल्याण कोष और बन्दियों का कल्याण बोर्ड (प्रस्तर–703)
4	परिशिष्ट–डी	हथियार और साज सामान

5	परिशिष्ट–1	जिला जेलों की सूची (प्रस्तर–5)
6	परिशिष्ट–2	फार्म–ए सशर्त विमुक्ति के आदेश (प्रस्तर–185 और 188)
7	परिशिष्ट–3	यू0पी0 प्रिजनर्स रिलीज आन प्रोबेशन एक्ट–1938 (प्रस्तर–231)
8	परिशिष्ट–4	आदर्श कारागार की प्रशासन और प्रबन्ध के लिए नियम–203 (प्रस्तर–7(1))
9	परिशिष्ट–5	अल्वयस्क सिद्धदोषियों के लिए केन्द्रीय कारागार की प्रबन्ध समिति(प्रस्तर–300)
10	परिशिष्ट–6	जेल कार्यालय के लिए उनके प्रतिधारण समय की साथ निर्धारित रजिस्टरों की सूची(प्रस्तर–1275)
11	परिशिष्ट–7	पत्र व्यवहारों के प्रतिधारण की अवधि (प्रस्तर–1320)
12	परिशिष्ट–8	जेल कार्यालय द्वारा प्रस्तुत की जाने वाली विवरणियों और मांग पत्रों की सूची (प्रस्तर–1327)
13	परिशिष्ट–9	कारखाने के रजिस्टरों और प्रपत्रों की सूची (प्रस्तर–1277)
14	परिशिष्ट–10	जेल कारखानों के प्रबन्ध के लिए नियम (प्रस्तर–829)
15	परिशिष्ट–11	जेलों से उ0प्र0 जेल डिपो, लखनऊ की माल भेजे जाने के लिए और उनका लेखा रखे जाने के लिए नियम (प्रस्तर–1315)
16	परिशिष्ट–12	श्रम का वर्गीकरण (प्रस्तर–839)
17	परिशिष्ट–13	उत्तर प्रदेश बन्दी, प्रोत्साहन सहायक नियम, 2010 (प्रस्तर–840)
18	परिशिष्ट–14	उत्तर प्रदेश बन्दियों के पारिश्रमिक और पीड़ित के मुआवजे का भुगतान नियमावली–2005, (प्रस्तर–2 (21))
19	परिशिष्ट–15	उत्तर प्रदेश बन्दी (न्यायालय में उपस्थिति) नियम–1956 (प्रस्तर–2(6)
20	परिशिष्ट–16	उत्तर प्रदेश (बन्दियों के दण्डादेश का निलम्बन) नियमावली–2007(प्रस्तर–250)
21	परिशिष्ट–17	जेलों में पंचायतों के काम करने के लिए नियम(प्रस्तर–704)

उक्त संग्रह में नीचे स्तंभ–1 में दिये गये वर्तमान परिशिष्ट ए, बी,सी,डी,ई,ईई, एफ, जी, एच, आई, जे, के, एल,एम,ओ, पी, क्यू एवं आर के स्थान पर परिशिष्ट रख दिये गये हैं।

परिशिष्ट–ए

आहार

(1) सुबह के आहार के लिए प्रति बंदी मानक(अध्याय–23 देखें)

(क) मीठा दलिया(सप्ताह में तीन बार)–

(1) दलिया 60 ग्राम

(2) चीनी 30 ग्राम

(ख) उबला हुआ और छौंके चने (सप्ताह में दो बार)–

(1) चना 45 ग्राम

(2) आलू 15 ग्राम

(3) नमक 02 ग्राम

(4) मिर्च 0.5 ग्राम

(5) रिफाइन्ड वनस्पति तेल 1.0 ग्राम

(ग) मीठी बेक्ड रोटी (सप्ताह में दो बार)–

(1) रिफाइन्ड आटा 70 ग्राम

(2) रिफाइन्ड वनस्पति तेल 05 ग्राम

(3) चीनी 15 ग्राम

(4) बेकर का खमीर 02 ग्राम

(5) चेरी 03 ग्राम

(6) आग के लिए लकड़ी 100 ग्राम

(7) नमक 1.00 ग्राम

(8) बेकिंग पाउडर 0.5 ग्राम

(घ) चाय (प्रतिदिन)–

(1) दूध 30 मिलीलीटर

(2) चाय 1.5 ग्राम

(3) चीनी 10 ग्राम

(4) पानी 90 मिलीलीटर

नोट : इस प्रकार तैयार की गयी चाय 100 मिलीलीटर से कम नहीं होनी चाहिए।

(च) गुड़ (प्रतिदिन)– 50 ग्राम

(।।) प्रति आहार प्रति बंदी दोपहर और शाम के भोजन के लिए कच्चा राशन मापदंड (प्रस्तर–492 देखें)

(क) गेहूँ का आटा

(1) श्रमिक बन्दी– 350 ग्राम

(2) गैर श्रमिक बन्दी– 270 ग्राम

नोट– (I) तैयारी के पश्चात आहार, 08 चपाती और 500 ग्राम से कम नहीं होना चाहिए।

(II) तैयारी के पश्चात आहार, 06 चपाती और 350 ग्राम से कम नहीं होना चाहिए।

या

(ख) चावल–240 ग्राम

नोट–(प्रस्तर–493 देखें)

(I) चावल के स्थान के लिए अतिरिक्त 15 ग्राम दाल जारी की जायेगी।

(II) चावल के स्थान के लिए अतिरिक्त 30 ग्राम सब्जियॉ जारी की जाएंगी।

(ग) मिश्रित आहार–

(I) चावल–100 ग्राम

(II) गेहूँ का आटा–210 ग्राम

नोटः तैयारी के पश्चात मिश्रित आहार, 6 चापाती और 290 ग्राम से कम नहीं होना चाहिए।

(घ) 1) दाल 45 ग्राम

2) सब्जियां 120 ग्राम

3) रिफाइन्ड वनस्पति तेल 10 ग्राम

4) मिर्च 0.5 ग्राम

5) हल्दी 0.5 ग्राम

6) धनिया 0.5 ग्राम

7) गरम मसाला 0.25 ग्राम

8) जीरा 1.0 ग्राम

9) नमक (आयोडीन युक्त) 5.0 ग्राम

(III) आहार प्रति बंदी दालों और सब्जियों की किस्में (प्रस्तर–493 देखें) :

(क) उड़द की दाल के साथ राजमा (सप्ताह में एक बार)–

1) उड़द की दाल– 30 ग्राम

2) राजमा– 15 ग्राम

(ख) चना की दाल के साथ उड़द (सप्ताह में एक बार)–

1) उड़द की दाल– 30 ग्राम

2) चना दाल– 15 ग्राम

(ग) मिश्रित दाल (सप्ताह में एक बार)–

1) अरहर–15 ग्राम

2) उड़द, मसूर और चना दाल– प्रत्येक 10 ग्राम

(घ) दाल बरी(उड़द),सप्ताह में एक बार–

1) 15 ग्राम सब्जियों के मापक्रम के अतिरिक्त

2) तेल– 2 ग्राम बरी भूनने के लिए

(च) सोयाबीन की डलियां या दाने (सप्ताह में एक बार)–

1) 10 ग्राम सब्जियों के मापक्रम के अतिरिक्त

(च) कढ़ी (महीने में एक बार)–

1) बेसन 50 ग्राम

2) पकौड़ी के लिए रिफाइन्ड वनस्पति तेल 15 ग्राम

3) आमचूर 2 ग्राम

4) हींग 0.1 ग्राम

5) तेजपत्ता 0.1 ग्राम

6) मेथी दाना 0.25 ग्राम

7) साबुत लाल मिर्च 0.25 ग्राम

8) हल्दी 0.5 ग्राम

9) नमक 5 ग्राम

10) जीरा 0.5 ग्राम

नोट : कढ़ी के साथ दाल और सब्जियां जारी नहीं की जाएंगी।

(IV) प्रति आहार प्रति बंदी विशेष भोजन (प्रस्तर–495) के लिए मानक

(क) पूड़ी–

1) चपाती आहर के अनुसार गेहूं का आटा

2) रिफाइन्ड वनस्पति तेल 90 ग्राम

(ख) हलवा–

1) सूजी 30 ग्राम

2) चीनी 40 ग्राम

3) वनस्पति घी 15 ग्राम

(ग) सब्जियां– 150 ग्राम

(घ) मसाले–

1) मिर्च 0.25 ग्राम

2) हल्दी 0.5 ग्राम

3) धनिया 1.0 ग्राम

4) गरम मसाला 0.25 ग्राम

5) जीरा 0.5 ग्राम

6) नमक 4 ग्राम

नोट : विशेष भोजन महीने के पहले, तीसरे और आखिरी रविवार को, शाम के भोजन के स्थान पर वितरित किया जाएगा।

(V) प्रति आहार प्रति बंदी भोजन के प्रति स्थापन का मानक (प्रस्तर–521 देखें):

(क) सुबह भोजन के लिए मीठा चावल–

1) चावल 60 ग्राम

2) चीनी 30 ग्राम

नोटः पके हुए मीठे चावल की मात्रा 200 ग्राम से कम नहीं होनी चाहिए–

(ख) दोपहर या शाम के भोजन (प्रति भोजन) के लिए दूध और दलिया–

1) दलिया 150 ग्राम

2) दूध 400 मिलीलीटर

3) चीनी 60 ग्राम

(VI) त्योहारों पर भोजन के लिए मानक(प्रस्तर–494 देखें)–

विशेष आहार के अनुरूप परन्तु हलवे के स्थान पर निम्नलिखित वितरित किये जाएंगे–

(क) ईद–उल–फितर और ईद–उल–जुहा के लिए

1) सेवंई 30 ग्राम

2) चीनी 50 ग्राम

3) दूध 120 मिलीलीटर

4) सेवंई तलने के लिए रिफाइन्ड वनस्पति तेल 5 ग्राम

(ख) स्वतन्त्रता दिवस, गणतन्त्र दिवस, होली और दीवाली के लिए–

1) चावल 30 ग्राम

2) चीनी 50 ग्राम

3) दूध 150 मिलीलीटर

(VII) उपवास के भोजन का मानकः

(क) उपवास करने वाले हिन्दू बंदी (प्रस्तर–497 देखें)

1) आलू (उबला हुआ) 750 ग्राम

2) दूध 500 मिलीलीटर

3) चीनी 60 ग्राम

4) केले 2 नग

(ख) रमजान के महीने में उपवास करने वाले मुस्लिम बंदी (प्रस्तर–498 देखें)

1) सर्दियों के लिए (1 नवम्बर से 31 मार्च)

अफ्तारी :

i) चाय कार्यक्रम के अनुसार

ii) केला 2 नग

iii) बिस्किट 2 नग (15 ग्राम से कम नहीं)

iv) खजूर 30 ग्राम

सेहरी :

i) बेक्ड बन (या ब्रेड) 50 ग्राम

ii) दूध 200 मिली

iii) चीनी 20 ग्राम

2) गर्मियों के लिए (1 अप्रैल से 31 अक्टूबर)

अफ्तारी :

i) नींबू 1 नग

ii) चीनी 30 ग्राम

iii) बर्फ 50 ग्राम

iv) केले 2 नग

v) बिस्किट 2 नग (15 ग्राम से कम नहीं)

vi) खजूर 30 ग्राम

सेहरी :

i) बेक्ड बन (या ब्रेड) 50 ग्राम

ii) दही 100 ग्राम

iii) चीनी 15 ग्राम

(VIII) रक्तशोधक का मानक (प्रस्तर–510 देखें):

(क) चटनी (प्रति दिन प्रति बंदी)

1) नमक 0.5 ग्राम

2) मिर्च 0.15 ग्राम

3) अमचुर 3 ग्राम

4) पानी 5 मिलीलीटर

नोट : अमचुर के स्थान पर कमरख, कैथा, ताजा कच्चा आम, इमली (छिलका एंव बीज से मुक्त) का उपयोग किया जा सकता है जब जेल के बगीचे से उपलब्ध हो।

(ख) आम–का–पना (प्रति दिन प्रति बंदी)–

1) नमक 1 ग्राम

2) काली मिर्च 1 ग्राम

3) भुना हुआ जीरा 1 ग्राम

4) पुदीना 1 ग्राम

5) पानी 200 मिलीलीटर

6) कच्चे आम 100 ग्राम

7) चीनी 3 ग्राम

(XI) प्रति आहार प्रति बंदी रोगियों के लिए आहार का मानक (प्रस्तर–512 देखें):

(क) मानक सं0–1

1) चीनी के साथ या बिना चीनी के पर्याप्त मात्र में दूध

(ख) मानक सं0–2

1) दूध 500 मिलीलीटर

2) साबूदाना 60 ग्राम

3) चीनी 30 ग्राम

(ग) मानक सं0–3

1) दूध 500 मिलीलीटर
2) चावल 120 ग्राम
3) चीनी 30 ग्राम

(घ) मानक सं0–4

1) चावल 240 ग्राम
2) दाल मूंग 45 ग्राम
3) रिफाइन्ड वनस्पति तेल 5 ग्राम
4) हल्दी 0.5 ग्राम
5) जीरा 1 ग्राम
6) नमक 5 ग्राम

(च) मानक सं0–5 (खिचड़ी)

1) चावल 175 ग्राम
2) दाल मूंग 30 ग्राम
3) रिफाइन्ड वनस्पति तेल 5 ग्राम
4) सब्जियां 120 ग्राम
5) हल्दी 0.5 ग्राम
6) नमक 5 ग्राम
7) जीरा 1.0 ग्राम

(छ) मानक सं0–6

1) गेहूं का आटा 270 ग्राम
2) दाल मूंग 30 ग्राम
3) रिफाइन्ड वनस्पति तेल 5 ग्राम
4) सब्जियां 120 ग्राम
5) नमक 5 ग्राम

6) जीरा 1 ग्राम

(X) गर्भवती महिला बन्दियों और नर्सिंग माताओं के लिए सामान्य आहर के आलावा आहार (प्रतिदिन) का मानक (प्रस्तर–514 देखें):

(क) गर्भवती महिला बन्दियों के लिए

1) दूध 500 मिलीलीटर

2) चीनी 60 ग्राम

3) फल (मौसमी) 250 ग्राम

(ख) नर्सिंग माताओं के लिए:

1) दूध 500 मिलीलीटर

2) गुड़ 100 ग्राम

3) फल (मौसमी) 250 ग्राम

(XI) प्रति बच्चे प्रति आहार बच्चों के लिए भोजन का मानक (प्रस्तर–515 देखें)

(क) 6 महीने से अधिक पर 12 महीने से अनधिक आयु के बच्चों के लिए प्रतिदिन प्रति बच्चा–

1) चावल या सूजी 50 ग्राम

2) दाल मूंग 15 ग्राम

3) दूध 200 ग्राम (यदि मां के दूध पर है)

500 ग्राम (यदि मॉ के दूध पर नहीं है)

4) आलू 50 ग्राम

5) पत्तेदार सब्जी 25 ग्राम

6) केला 1 नग

7) चीनी 25 ग्राम

8) देसी घी 10 ग्राम

9) नमक (आयोडीन युक्त) 4 ग्राम

(ख) 12 महीने से अधिक पर 18 महीने से अनधिक आयु के बच्चों के लिए प्रतिदिन प्रति बच्चा–

1) चावल या गेहूं का आटा 100 ग्राम

2) दाल मूंग 30 ग्राम

3) दूध 200 ग्राम (यदि मां के दूध पर है)

500 ग्राम (यदि मॉ के दूध पर नहीं है)

4) आलू 100 ग्राम

5) पत्तेदार सब्जी 25 ग्राम

6) केला 1 नग

7) चीनी 50 ग्राम

8) देसी घी 10 ग्राम

9) नमक 5 ग्राम

(ग) 18 महीने से अधिक पर 3 साल से अनधिक आयु के बच्चों के लिए प्रतिदिन प्रति बच्चा–

1) चावल 80 ग्राम

2) गेहूं का आटा 100 ग्राम

3) दाल 60 ग्राम

4) दूध 500 मिलीलीटर

5) चीनी 50 ग्राम

6) आलू 100 ग्राम

7) पत्तेदार सब्जी 100 ग्राम

8) केला 1 नग

9) देसी घी 5 ग्राम

10) नमक 5 ग्राम

11) हल्दी 1 ग्राम

12) जीरा 0.5 ग्राम

नोट : तैयारी के बाद गेहूं का आटा 4 चपाती या वनज में 130 ग्राम से कम नहीं होना चाहिए।

(घ) 3 साल से अधिक आयु के बच्चों के लिए प्रति दिन प्रति बच्चा–

1) गैर–श्रमिक माप क्रम के लिए अनुमनय राशन का आधा

2) केले 2 नग

3) दूध 500 मिलीलीटर

4) चीनी 50 ग्राम

5) देसी घी 20 ग्राम

(XII) ईंधन की मात्रा (प्रस्तर–508 देखें)

(क) प्रति बंदी रसोई गैस (रसोई गैस के मामले में)–

1) सुबह के भोजन के लिए 10 ग्राम

2) चाय के लिए 10 ग्राम

3) दोपहर के भोजन के लिए 50 ग्राम

4) शाम के भोजन के लिए 50 ग्राम

5) पना के लिए 15 ग्राम

6) 500 मिलीलीटर या उसके भाग में दूध उबालने के लिए 20 ग्राम

7) बच्चों के लिए आहार के मापक्रम के लिए 50 ग्राम

8) सुबह के भोजन के मीठे चावल के लिए 10 ग्राम

9) दोपहर या शाम के भोजन में दूध और दलिया के लिए 20 ग्राम

10) त्योहार के भोजन के लिए 50 ग्राम

11) हिंदू बन्दियों के उपवास के भोजन के लिए 50 ग्राम

(ख) जलाने के लिए लकड़ी (जलाने के लिए लकड़ी के मामले में)–

1) सुबह के भोजन के लिए 55 ग्राम

2) चाय के लिए 55 ग्राम

3) दोपहर के भोजन के लिए 260 ग्राम

4) शाम के भोजन के लिए 260 ग्राम

5) पना के लिए 75 ग्राम

6) 500 मिलीलीटर या उसके भाग में दूध उबालने के लिए 20 ग्राम

7) बच्चों के लिए आहार के मापक्रम के लिए 250 ग्राम

8) सुबह के भोजन के मीठे चावल के लिए 40 ग्राम

9) दोपहर या शाम के भोजन में दूध और दलिया के लिए 100 ग्राम

10) त्योहार के भोजन के लिए 250 ग्राम

11) हिंदू बन्दियों के उपवास के भोजन के लिए 250 ग्राम

नोट : बन्दियों की संख्या 50 से कम होने पर 1.5 किलो अतिरिक्त लकड़ी जारी की जानी चाहिए।

(XIII) प्रति आहार प्रति बंदी उच्चतर श्रेणी के बन्दियों के लिए आहार का मानक (प्रस्तर–282 देखें)

वस्तु का नाम	शाकाहारियों के लिए मापदण्ड	मांसाहारियों के लिए मापदण्ड
गेहूं	180 ग्राम	180 ग्राम
चावल	90 ग्राम	90 ग्राम
दाल	60 ग्राम	60 ग्राम
मांस	–	–
दूध	250 मिलीलीटर	250 मिलीलीटर
मक्खन या घी	10 ग्राम	10 ग्राम
रिफाइन्ड वनस्पति तेल	10 ग्राम	10 ग्राम
चीनी (यदि आवश्यक हो)	30 ग्राम	30 ग्राम
चाय	2 ग्राम	2 ग्राम
चाय के लिए दूध	15 मिलीलीटर	15 मिलीलीटर
सब्जियां	180 ग्राम	180 ग्राम
हल्दी	1 ग्राम	1 ग्राम
धनिया	1 ग्राम	1 ग्राम
जीरा	0.5 ग्राम	0.5 ग्राम
मिर्च	0.25 ग्राम	0.25 ग्राम
गरम मसाला	0.25 ग्राम	0.25 ग्राम
नमक	5 ग्राम	5 ग्राम
आमचूर	5 ग्राम	5 ग्राम
नींबू	180 ग्राम	180 ग्राम
ईंधन	90 ग्राम	90 ग्राम

नोट : सुबह का भोजन वैसा ही होगा जैसा साधारण श्रेणी के बंदियों का होता है।

परिशिष्ट बी

(अध्याय–24)

कपड़े, बिस्तर, बर्तन और अन्य वस्तुएँ

(I) सूती कपड़ों का मानक (प्रस्तर–545 देखें) :

(a) पुरूष सिद्धदोषी	गर्मी	सर्दी
1) कुर्ता (आधा)	02	–
2) कुर्ता (पूरा)	–	02
3) पजामा	02	02
4) जाघियां	02	02
5) तौलिया/गम्छा	01	01
(b) महिला सिद्धदोष	गर्मी	सर्दी
1) साड़ी (हल्की नीली)	03	03
2) कुर्ती (सफेद)	03	03
3) पेटीकोट (हल्का नीला)	03	03
4) तौलिया/गम्छा	02	02
5)जाघियां	03	03
6) चोली	03	03

ध्यान दें (5) और (6) के अधीन वस्तुएं वापस नहीं की जाएंगी।

महिला बन्दियों की आवश्यकताओं के अनुसार साड़ी/पेटीकोट/कुर्ती को निम्नलिखित सेट के साथ प्रतिस्थापित किया जा सकता है :

	गर्मी	सर्दी
1) कुर्ता (हल्का नीला)	03	03
2) सलवार (सफदे)	03	03
3) चुन्नी (सफेद)	03	03

(c) ऊनी कपड़े :

1) पुरूष : ऊनी कोट 01

2) महिला : स्वेटर/शॉल 01

(d) अपने माता–पिता के साथ रहने वाले बच्चे (प्रस्तर–539 देखें) :

अपने माता–पिता के साथ रहने वाले बच्चों को दिये जाएंगे :

(i) गर्मियॉ –

क0सं0	उम्र	लड़का	संख्या	लड़की	संख्या
1	0–2 वर्ष	झबला सूती	3	झबला सूती	3
		नैपकीन	6	नैपकीन	6
		अंडरवियर	4	अंडरवियर	4
		बनियान सूती	4	बनियान सूती	4
2	2–6 वर्ष	शर्ट/टी–शर्ट	3	फ्राक	3
		निक्कर	3		
		अंडरवियर	3	अंडरवियर	3
		बनियान	3	बनियान	3
		तौलिया	1	तौलिया	1
		चप्पलें	1 जोड़ा	चप्पलें	1 जोड़ा

(ii) सर्दियॉ (गर्मी के कपड़ों के अतिरिक्त) –

क0सं0	उम्र	लड़का	संख्या	लड़की	संख्या
1	0–2 वर्ष	स्वेटर (पूरी बाजू का)	1	स्वेटर (पूरी बाजू का)	1
		स्वेटर (आधी बाजू का)	1	स्वेटर (आधी बाजू का)	1
		ऊनी टोपी	1	ऊनी टोपी	1
		मोजे	1 जोड़ा	मोजे	1 जोड़ा
2	2–6 वर्ष	पूरी पैंट	2	पूरी पैंट	2
		स्वेटर (पूरी आस्तीन वाला)	1	स्वेटर (पूरी आस्तीन	1

				वाला)	
		स्वेटर (आधी आस्तीन वाला)	1	स्वेटर (आधी आस्तीन वाला)	1
		ऊनी टोपी	1	ऊनी टोपी	1
		मोजे	1 जोड़ा	मोजे	1 जोड़ा
		जूते	1 जोड़ा	जूते	1 जोड़ा

टिप्पणी बच्चों को दिये गये कपड़े वापस नहीं किए जाएंगे।

(e) युवा वयस्कों के लिए केन्द्रीय कारागार के बन्दी (प्रस्तर–548 देखें) :

(i) गर्मियॉ –

दो सुर्ती शर्ट (हल्के नीले रंग की)	2
दो सूती शॉर्ट्स (नेवी ब्लू)	2
दो सूती तौलिया	1
अंडरवीयर	2
सूती चादर	1
दरी	1
कंबल	1

(ii) सर्दियॉ (गर्मी के कपड़ों के अतिरिक्त) –

सर्दियों में गर्मियों के कपड़ों के अतिरिक्त निम्नलिखित कपड़े दिये जाएंगे–

ऊनी कोट (मैरून रंग)	1
ऊनी पैंट (ग्रे)	1
कंबल	1

(II) बिस्तर के मानक (प्रस्तर–545) –

(a) पुरूष और महिलाएं–	गर्मी	सर्दी
1) दरी	02	02
2)चादर		
(i) पुरूष बन्दी	01	01
(ii) महिला बन्दी	02	02
3)कम्बल	01	02

(b) अपने माता–पिता के साथ रहने वाले बच्चों को दिए जाएंगे–

क0सं0	उम्र	बिस्तर			
		रबड़ शीट (0.8X1.2 मी)	चादर	कंबल	दरी
1	0–3 वर्ष	02	02	01	–
2	3–6 वर्ष	02	02	02	01 (सर्दियों में 2

(III) अस्पताल के बिस्तरों और कपड़ों के मानक (प्रस्तर–552)

(a) पुरूष रोगी को दो चादरों और एक पंलगपोश के साथ एक अच्छी तरह भरा हुआ गद्दा, एक तकिया और तकिये का कवर, साथ ही एक थूकपान, एक बिस्तर के बगल रखी जाने वाली मेज और बिस्तर के बगल रखी जाने वाली दरी उपलब्ध करायी जाएगी।

(b) जैसा साधारण सिद्धदोषियों को दी जाती है वैसे अस्पताल में पुरूष रोगियों को एक सूती कोट जो आगे बन्द किया जा सके, पूरी लंबाई का पजामा, एक चादर और कपड़ें की अन्य वस्तुएं (कुर्ते और जांघियां को छोड़कर) उपलब्ध करायें जाएंगे।

कोट और पजामा में बीच में नीचे दो–दो लाल धारियां होंगी और चार के कोनों में एक मोटी और एक पतली लाल धारी होगी।

अस्पताल में महिला रोगियों को जेल में महिला सिद्धदोषियों को दी जाने वाली की साधारण पोशाक उपलब्ध करायी जाएगी।

अस्पताल के सभी बिस्तरों के बीच में लाल रंग के अक्षर 'एच' बुना हुआ होगा। अस्पताल के उपकरणों के अन्य वस्तुओं अर्थात पलंगपोश, सहायकों के एप्रन और टोपी, दरवाजों के मैट, पैर की दरियों, बिस्तरों, स्ट्रेचर आदि पर भी उसी जगह 'एच' चिन्हित होगा।

टिप्पणी (प्रस्तर–583)

1) गर्मियां 1 अप्रैल से 30 सितम्बर और सर्दियां 1 अक्टूबर से 31 मार्च तक मानी जाएंगी।

2) सदिर्यों में प्रत्येक बन्दी को एक अतिरिक्त कंबल दी जाएगी।

3) कड़ाके की ठंड के मौसम के दौरान, अधिमानतः 15 नवम्बर से 15 फरवरी तक प्रत्येक बन्दी को एक अतिरिक्त कंबल दी जा सकती है लेकिन 3 महीने से अधिक अवधि के लिए नहीं।

4) सर्दियों के बाद अतिरिक्त कंबलें बन्दियों से वापस एकत्रित की जा सकती है और प्रावधानों के अनुसार उचित कदम उठाते संग्रहीत की जा सकती है।

(IV) बर्तन का मानक (प्रस्तर–567)

1) प्रत्येक बन्दी को एक स्टील की थाली और एक स्टील मग दिया जाएगा।

2) प्रत्येक माता–पिता के साथ रहने वाले बच्चों को दिए जाएंगे :

क0सं0	बर्तन	संख्या	मात्रा
1	थाली	01	250 मिलीमीटर

2	कटोरा	01	200 मिलीमीटर
3	गिलास	01	200 मिलीमीटर

(V) कपड़ों, बिस्तर और अन्य वस्तुओं की मियाद (प्रस्तर–557) :

(a) कपड़े (पुरूष)

क्र0सं0	वस्तुएं	मियाद
1	कुर्ता (पूरी आस्तीन वाला)	06 महीने
2	कुर्ता (आधी आस्तीन वाला)	06 महीने
3	पजामा	06 महीने
4	जांघियां	06 महीने
5	ऊनी कोट	03 महीने
6	तौलिया	06 महीने

(b) कपड़े (महिलाएँ)

क्र0सं0	वस्तुएं		मियाद
1	साड़ी	कुर्ता	06 महीने
2	ब्लाउज	सलवार	06 महीने
3	पेटीकोट	चुन्नी	06 महीने
4	ऊनी शॉल/स्वेटर		02 वर्ष
5	तौलिया		06 महीने

(c) बिस्तर (प्रस्तर–557)

क्र0सं0	वस्तुएं	मियाद
1	दरी	02 वर्ष
2	चादर	01 वर्ष
3	कंबल	03 वर्ष

(d) बर्तन (प्रस्तर–567)

क्र0सं0	वस्तुएं	मियाद
1	थाली	8 वर्ष
2	मग	8 वर्ष

(VI) सभी बन्दियों के लिए नहाने और कपड़े धोने का साबुन (प्रस्तर–581):

कपड़े धोने के साबुन की टिक्की (साप्ताहिक)	1 (60 ग्राम)
स्नान के साबुन का बार (मासिक)	1 (65 ग्राम)

परिशिष्ट– सी

कैंटीन, बन्दियों का कल्याण कोष और

बन्दियों का कल्याण बोर्ड

(प्रस्तर–703 देखें)

1 (क)– खरीद पर बन्दियों के लिए दैनिक उपयोग का सामान और खाद्य सामग्रियां उपलब्ध कराने के लिए प्रत्येक जेल में एक कैंटीन होगी।

(ख)– एक निधि सृजित की जायेगी जिसे ''बन्दियों का कल्याण निधि'' के रूप में जाना जायेगा। जेल के वातावरण के सुधार करने हेतु जमा निधि का प्रयोग किया जायेगा।

कैंटीन

2– खण्ड (1) में निर्दिष्ट कैंटीन के प्रबंधन के लिए एक प्रबंध समिति होगा। निम्नलिखित सदस्यों के रूप में एक समिति होगी :–

क– अधीक्षक– अध्यक्ष

ख– अधीक्षक द्वारा नाम निर्दिष्ट एक जेलर– सचिव

ग– एक चिकित्सा अधिकारी– सदस्य

घ– अधीक्षक द्वारा नाम निर्दिष्ट एक डिप्टी जेलर– सदस्य

ड.– अधीक्षक द्वारा नाम निर्दिष्ट हेड वार्डर– सदस्य

च– अधीक्षक द्वारा नाम निर्दिष्ट एक लेखाकार– सदस्य कोषाध्यक्ष

छ– अधीक्षक द्वारा नाम निर्दिष्ट तीन से पॉच बन्दी – सदस्य

ज– टिप्पणी : उपरोक्त खण्ड (छ) के अधीन नाम निर्दिष्ट बन्दियों का कार्यकाल एक वर्ष का केवल ऐसे बन्दी नामांकन लिए अर्ह होंगे, जिनका आचारण अच्छा पाया गया हो। सिद्धदोषियों को प्राथमिकता दी जाएगी।

3– बन्दियों द्वारा कैंटीन से खरीदारी या तो सीधे उनके हवालात बन्दियों के जमा खाते या बन्दियों के नकद जमा खाते से या कूपन या महानिरीक्षक द्वारा निर्धारित किसी अन्य विधि से की जा सकती है। ऐसी खरीददारी महानिरीक्षक द्वारा नियत की गई धनराशि तक ही समिति होगी।

4– कैंटीन से बिक्री का स्थान और समय अधीक्षक द्वारा तक किये जाएंगे और एक स्थान पर जो बन्दियों को आसानी से सुलभ हो, प्रदर्शित किये जाएंगे।

5– समिति की बैठकें सामान्यतः महीने में कम से कम एक बार आयोजित की जाएंगी। यद्यपि अध्यक्ष और जब आवश्यकता हो बैठक बुला सकता है। प्रबंध समिति की बैठकों की कार्यवाही अभिलिखित की जाएगी। प्रबंध समिति

के क्रय में नाम निर्दिष्ट किये गये उप जेलर कैंटीन भण्डारण का प्रभारी होगा और कैंटीन से माल की खरीद और बिक्री भी तैयारी हेतु उत्तरायी होगा।

6– कैंटीन से बन्दियों को बेचा जाने वाला माल और खाद्य सामग्रियों इस तरह समिति द्वारा चयनित की जाएँगी कि वे बन्दियों के स्वास्थ्य और जेल के सामान्य पर्यावरण पर प्रतिकूल प्रभाव न डाले। उनमें आमतौर पर मैनुअल के प्रस्तर–740–बी में वर्णित वस्तुएँ और टूथ ब्रश, टूथ पाउडर/टूथपेस्ट, बूट पॉलिश, हेयर ऑयल, शरीर का तेल, जघियां, इनरवियर, मोजे, चप्पल, कारटिज शेविंग रेजर, पैक दूध, चीनी, बिस्कुट, मक्खन, ताजे फल, सलाद–सब्जियॉ, गैर नशीली कोल्ड ड्रिंक्स, ठंडा दूध, नमकीन, दालमोठ, टॉफी तैयार चाय, समोसा, पूरी–सब्जी, मिठाई, बेकरी उत्पाद, उबले अंडे, आदि शामिल होंगे। अधिक शेल्फ मियाद वाले सामान तैयार किये जाएंगें।

7– कैंटीन में उपलब्ध माल की मूल्य खरीद या तैयारी मूल्य पर अधिकतम 10 % लाभ मार्जिन के साथ बेचा जाएगा। ऐसे लाभ का 60 % भाग कैंटीन का खर्च चलाने के लिए रखा जाएगा और 40 % भाग 'बन्दियों के कल्याण कोष' की ओर दिया जाएगा।

बन्दियों का कल्याण कोष

8– बन्दियों का कल्याण कोष खंड 4 में उल्लिखित समिति द्वारा प्रबंधित किया जाएगा।

9– कोष का उपयोग बन्दियों के सामान्य कल्याण और मनोरंजन के लिए और मनोविनोद और कल्याण के लिए मदों की व्यवस्था करने के लिए पंखों और उनकी मरम्मत आदि के लिए विशेष अवसरों पर फलों, मिठाईयों आदि के वितरण या स्वस्थ मनोरंजन या ऐसी किसी भी अन्य गतिविधियों की व्यवस्था करने के लिए जो सामान्य बन्दियों के कल्याण के लिए हो।

10– गैर–सरकारी संगठनों या प्रतिष्ठित व्यक्तियों से दान कोष के लिए स्वीकार किया जा सकता है। ऐसे सभी कोषों के लिए रसीदें जारी की जाएंगी।

11– कोष को कुछ राशि, बन्दियों की सहकारी समितियों से भी, ऐसी समितियों के उपनियमों में तय अनुसार प्राप्त होगी।

12– कोष के लिए एक अलग कैश बुक होगी जिसे सदस्य कोषाध्यक्ष द्वारा बनाए रखा जाएगा और उसकी चार्टर्ड एकाउटेंट द्वारा प्रतिवर्ष लेखा परीक्षा की जाएगी। ऐसे लेखा परीक्षओं को बैठकों के कार्यवाही रजिस्ट में अभिलिखित किया जाएगा।

13–कैंटीन और कोष का प्रबंधन महानिरीक्षक द्वारा समय पर जारी किए गये निर्देशों के अधीन किया जाएगा।

बन्दियों को कल्याण बोर्ड

14–महानिरीक्षक, उप महानिरीक्षक (मुख्यालय), लेखा अधिकारी और अनुसंधान अधिकारी (मुख्यालय) बंदी कल्याण बोर्ड के सदस्य होंगे।

(क) हर तीन महीने में बन्दियों के कल्याण कोष का 25 प्रतिशत, मुख्यालय स्तर पर बंदी कल्याण कोष के लिए मुख्यालय प्रेषित किया जाएगा।

(ख) बंदी कल्याण बोर्ड धन उत्पन्न करने के लिए ऐसी योजनाओं और कार्यक्रमों को विकसित कर सकता है और बंदियों के सामूहिक कल्याण और किसी विशिष्ट बंदी की सहायता या संकट में उसके परिवार के लिए ऐसी गतिविधियों कर सकता है।

परिशिष्ट– डी

हथियार और साज–सामान

हथियार और साज–सामान के जारी किये जाने का अनुमाप इस प्रकार होगा :

A हथियार :

क्र0सं0	वस्तुएं	मात्रा			
		केन्द्रीय	जिला जेल		
			टाइप ए	टाइप बी	टाइप सी
1	9 मिमी कार्बाइन/अन्य स्वचालित हथियार	08	08	06	04
2	9 मिमी पिस्तौल	उप जेलर वरिष्ठ अधिकारियों के लिए 100%			
3	INSAS राइफल	RHW/RW के लिए 100% IHW/IW के लिए 25 %			
4	लाइट मशीन गन	सेंट्रल जेल, वाराणसी–06 जिला जेल, वाराणसी–06 जिला जेल, चन्दौली–06 जिला जेल, मिर्जापुर–06 जिला जेल, सोनभद्र–06			

बी– सुधारात्मक गियर :

क्र0सं0	वस्तुएं	मात्रा			
		केन्द्रीय	जिला जेल		
			टाइप ए	टाइप बी	टाइप सी
1	अग्रजंघा (Shin) और कोहनी गार्ड के साथ	100%	100%	100%	100%

	शरीर रक्षक				
2	पाली कार्बोनेट 'लाठी'	100%	100%	100%	100%
3	पाली कार्बोनेट शील्ड	100%	100%	100%	100%
4	फाइबर ग्लास हेलमेट	100%	100%	100%	100%

सी– दंगा रोधी उपकरण :

क0सं0	वस्तुएं	मात्रा			
		केन्द्रीय	जिला जेल		
			टाइप ए	टाइप बी	टाइप सी
1	शॉक बैटन	100%	100%	100%	100%
2	लेजर ग्रिप	100%	100%	100%	100%
3	टेसर एक्स 3(सेमी ऑटो–बहु शॉट EDD)	100%	100%	100%	100%
4	वाटर कैनन	100%	100%	100%	100%
5	काली मिर्च गेंद बंदूक	10	10	10	10
6	दंगा गैस बंदूक	20	20	15	10

D हथियारों के लिए डी गोलियां :

क0सं0	हथियार	गोलियों की मात्रा
1	इंसास राइफल	50 प्रति हथियार
2	9 मिमी पिस्तौल	30 प्रति हथियार
3	रिवॉल्वर	30 प्रति हथियार
4	9 मिमी कार्बाइन	192/3 मैग
5	L.M.G.	500 प्रति हथियार
6	12 बोर पंप एक्शन बंदूक	50 प्रति हथियार
7	पेपर वॉ बंदूक	18 प्रति हथियार

8	दंगा गैस बंदूक 1. रबर की गोलियां 2. लंबी रेंज के शेल 3. टइएस शेल–एल 4. एक–में–दो	 50 प्रति हथियार 12 प्रति हथियार 12 प्रति हथियार 12 प्रति हथियार 30 प्रति हथियार

E गोली–बारूद :

क0सं0	वस्तुएं	मात्रा			
		केन्द्रीय जेल	जिला जेल		
			टाइप ए	टाइप बी	टाइप सी
1	12 बोर पंप एक्शन बंदूक	08	08	06	04
2	पेपर वॉल शेल	180	180	90	36
3	दंगा रोधी बंदूक				
	1. रबर की गोलियां		1000	750	500
	2. लंबी रेंज के शेल		240	180	120
	3. टीएस शेल–एन	1000	240	180	1200
	4. एक–में–दो	240	240	180	120
		240			
	स्टन ग्रेनेड और स्टन शेल	100	100	80	60

F गोली–बारूद :

क0सं0	हथियार	गोलियों की मात्रा	
		अभ्यास	प्रशिक्षण
1	इंसास रायफल	50 / व्यक्ति	100 / व्यक्ति
2	9 मिमी पिस्तौल	60 / व्यक्ति	70 / व्यक्ति
3	रिवॉल्वर	60 / व्यक्ति	70 / व्यक्ति
4	9 मिमी कार्बाइन	60 / व्यक्ति	120 / व्यक्ति

5	L.M.G.	50 / व्यक्ति	100 / व्यक्ति
6	12 बोर पंप एक्शन बंदूक	50 / व्यक्ति	80 / व्यक्ति
7	पेपर वॉ बंदूक	02 / व्यक्ति	102 / व्यक्ति
8	दंगा गैस बंदूक 1. रबर की गोलियां 2. लंबी रेंज के शेल 3. टइएस शेल–एल 4. एक–में–दो	 10 / व्यक्ति 06 / व्यक्ति 06 / व्यक्ति 06 / व्यक्ति	 10 / व्यक्ति 06 / व्यक्ति 06 / व्यक्ति 06 / व्यक्ति

परिशिष्ट 1

(प्रस्तर–5 देखें)

जिला जेलों की सूची

टाइप–ए

क0सं0	जिला जेल का नाम
1	जिला जेल आगरा
2	जिला जेल अलीगढ़
3	जिला जेल मुरादाबाद
4	जिला जेल लखनऊ
5	जिला जेल सीतापुर
6	जिला जेल कानपुर नगर
7	जिला जेल बुलन्दशहर
8	जिला जेल मेरठ
9	जिला जेल गाजियाबाद
10	जिला जेल गौतमबुद्धनगर
11	जिला जेल सहारनपुर
12	जिला जेल मुजफ्फरनगर
13	जिला जेल वाराणसी
14	जिला जेल गोरखपुर
15	जिला जेल आजमगढ़

टाइप–बी

क0सं0	जिला जेल का नाम

1	जिला जेल फिरोजाबाद
2	जिला जेल मथुरा
3	जिला जेल झॉसी
4	जिला जेल बदायूँ
5	जिला जेल हरदोई
6	जिला जेल खीरी
7	जिला जेल कानपुर देहात
8	जिला जेल फतेहपुर
9	जिला जेल देवरिया
10	जिला जेल बहराइच
11	जिला जेल बॉदा
12	जिला जेल गोंडा
13	जिला जेल अयोध्या
14	जिला जेल बस्ती
15	जिला जेल मिर्जापुर

टाइप–सी

क0सं0	**जिला जेल का नाम**
1	जिला जेल मैनपुरी
2	जिला जेल एटा
3	जिला जेल कासगंज
4	जिला जेल शाहजहॉपुर
5	जिला जेल पीलीभीत
6	जिला जेल रामपुर
7	जिला जेल बिजनौर
8	जिला जेल रायबरेली
9	जिला जेल उन्नाव
10	जिला जेल फतेहगढ़
11	जिला जेल प्रतापगढ़

12	जिला जेल जौनपुर
13	जिला जेल सोनभद्र
14	जिला जेल महराजगंज
15	जिला जेल बाराबंकी
16	जिला जेल सुल्तानपुर

टाइप–डी

क0सं0	जिला जेल का नाम
1	जिला जेल ललितपुर
2	जिला जेल उरई (जालौन)
3	जिला जेल कन्नौज
4	जिला जेल बागपत
5	जिला जेल गाजीपुर
6	जिला जेल ज्ञानपुर भदोही
7	जिला जेल चित्रकूट
8	जिला जेल हमीरपुर
9	जिला जेल सिद्धार्थनगर
10	जिला जेल अम्बेडकरनगर
11	जिला जेल बलरामपुर
12	जिला जेल मऊ
13	जिला जेल बलिया
14	जिला जेल कौशाम्बी
15	जिला जेल संतकबीरनगर
16	उप जेल देवबन्द

17	उप जेल महोबा

परिशिष्ट–2

प्रारूप–अ

(आदेश जिनके अधीन विमुक्ति होनी है)

सशर्त विमुक्ति का आदेश

(प्रस्तर–186 तथा 189 देखें)

उत्तर प्रदेश के राज्यपाल दंड प्रक्रिया संहिता (कोड आफ क्रिमिनल प्रोसीजर 1973 की धारा 432 के अधीन अधिकारों तथा इस विषय में निहित समस्त अन्य अधिकारों का प्रयोग करके यहॉ दी हुई शर्तों के अधीन

.....आत्मज.....

जाति.....निवास स्थान.....

जो.....है और जिसे.....न्यायालय.....

द्वारा.....के.....दिन को धारा.....

के अधीन कारावास का दंड दिया गया उसको दिये गये कारावास के दण्ड के ऐसे भाग के लिए छूट का आदेश देते हैं जो.....के दिन..... .....तक बाकी रहे तथा उक्त बंदी द्वारा कथित शर्तों को स्वीकृत किये जाने पर..... .....मुक्त करने का निदेश देते हैं।

उक्त सिद्धदोष पर उस अवधि में, जिसके लिए उसे छूट दी गयी है, अर्थात.....तक निम्नलिखित शर्तें लागू रहेगी–

(1) वह भारत में तत्समय प्रचलित किसी विधि के अधीन दंडनीय कोई अपराध नहीं करेगा।

(2) वह किसी प्रकार दुश्चरित्र से सम्पर्क नहीं रखेगा और न लम्पट या पाप का जीवन व्यतीत करेगा।

(3) वह.....जिले के भीतर ऐसे स्थान पर रहेगा, जिसके लिए पुलिस अधीक्षक उसे

समय–समय पर निदेश दें और उस जिले के , जहॉ उसके रहने की अपेक्षा की गयी है, पुलिस अधीक्षक की लिखित अनुमति के बिना वहॉ से न तो बाहर जायेगा न अनुपस्थित रहेगा।

(4) वह ऐसे समयों और स्थानों पर तथा ऐसे व्यक्ति के समक्ष जो उस जिले के जहॉ उसका रहना अपेक्षित है, पुलिस अधीक्षक या जिला मजिस्ट्रेट द्वारा निदिष्ट किये जाये, स्वयं को उपस्थित करेगा जब तक कि मजिस्ट्रेट उसे ऐसा करने से मुक्त न कर दें।

(5) वह सामान्यता सप्रतिबन्ध मुक्त बंदियों पर प्रयोग किये जाने वाले पुलिस निगरानी से संबंधित तत्समय प्रचलित नियमों की अपेक्षाओं को मानेगा तथा उनका पालन करेगा।

मै.....एतद्द्वारा सप्रतिबन्ध मुक्ति का उपर्युक्त आदेश निर्दिष्ट शर्तों को स्वीकार करता हूँ तथा उसका दृढ़तापूर्वक पालन करने के लिए सहमत हूँ। मै यह समझाता हूँ यदि मैं इन शर्तों को पूर्णतः अथवा किसी भाग के पूरा करने में असफल रहा तो राज्य के किसी भी पुलिस अधिकारी द्वारा गिरफ्तार किया जा सकता है तथा मुझे अपने मूल दण्ड की व्यतीत न हुई अवधि के लिए जेल वापस भेज जा सकता है।

गवाह

दिनांक– (सिद्धदोष के हस्ताक्षर बायें अंगूठे की छाप)

प्रमाणित किया जाता है कि मुक्ति के उपर्युक्त आदेश में निर्दिष्ट शर्तों को इस आदेश में उल्लिखित सिद्धदोष को पढ़कर सुना दिया गया है और यह कि उसने उन्हें उन शर्तों के रूप में स्वीकार कर लिया है जिसके अधीन उसे कोड ऑफ क्रिमनल प्रोसीजर, 1998 की धारा–401 द्वारा यथाअपेक्षित दण्डावधि के समाप्त होने पूर्व मुक्त होना है।

(ह0).....

दिनांक जेल अधीक्षक

प्रमाणित किया जाता है कि सप्रतिबन्ध मुक्ति के उपर्युक्त आदेश में उल्लिखित सिद्धदोष के..... .....दिन को मुक्त होने का अधिकारी है और उसे मुक्त किये जाने के प्रयोजन से जिला मजिस्ट्रेट/पुलिस अधीक्षक के समक्ष.....भेज दिया गया है।

(ह0).....

दिनांक जेल अधीक्षक

प्रमाणित किया जाता है कि आवश्यक लिखित आदेश सप्रतिबन्ध मुक्ति के उपर्युक्त आदेश के उल्लिखित सिद्धदोष को दे दिया गया है, ओदश की शर्तें मौखिक रूप में उक्त सिद्धदोष को स्पष्ट कर दी गई है और उसे छोड़ दिया गया है। (अथवा पुलिस अनुरक्षक में..... भेज दिया गया है)

(ह0).....

स्थान

जिला मजिस्ट्रेट

अथवा

(ह0).....

पुलिस अधीक्षक

(प्रस्तर–231)

परिशिष्ट–3

यू0पी0 प्रिजनर्स रिलीज आन प्रोबेशन एक्ट 1938

संख्या–3146(1)6–1651(7)–37

17 दिसम्बर, 1938

यू0पी0 प्रिजनर्स रिलीज ऑन प्रोबेशन एक्ट, 1938 की धारा 5.6 और VIII द्वारा प्रदत्त अधिकारों का प्रयोग करके एतद्द्वारा यू0पी0 सरकार निम्नलिखित नियमावली बनाती है, जो जनवरी, 1939 के पन्द्रहवें दिन से लागू होगीः

नियमावली

1. नाम–यह नियमावली यू0पी0 प्रिजनर्स रिलीज ऑन प्रोबेशन नियमावली कहलायेगी।
2. परिभाषायें– इस नियमावली में जब तक विषय या प्रसंग में कोई बात प्रतिकूल न हो–

   (1) ''उक्त एक्ट'' का तात्पर्य यू0पी0 प्रिजनर्स रिलीज ऑन प्रोबेशन एक्ट, 1938 है,

   (2) ''अभिभावक'' का तात्पर्य किसी सरकारी अधिकारी या बन्दी के ही धर्म के किसी व्यक्ति या किसी असम्प्रदायिक संस्था या बन्दी के ही धर्म की किसी समिति से है, जिसके पर्यवेक्षण या प्रधिकार में राज्य सरकार द्वारा उक्त एक्ट की धारा 2 के अन्तर्गत मुक्त बन्दी को रखा जाता है। उत्तर प्रदेश अपराध निरोधक समिति द्वारा नियुक्त किये गये प्रोबेशन अधिकारी को, उक्त संस्था की ओर से बन्दी के अभिभावक के रूप में कार्य करने का अधिकार है और

   (3) ''अधीक्षक'' का तात्पर्य ऐसे कारागार के अधीक्षक से है जिसमें उक्त एक्ट के अन्तर्गत मुक्त किया जाने वाला बन्दी परिषद है।
3. मुक्ति के लिए अपात्रता–निम्नलिखित वर्ग के बन्दियों को उक्त एक्ट के अन्तर्गत मुक्त नहीं किया जायेगाः

   (a) वे व्यक्ति, जिन्हें भारतीय दंड संहिता के निम्नलिखित अध्यायें अथवा धाराओं के अधीन अपराधों के लिए दोषी ठहराया गया होः V-A,VI and VIII

धारा 216–A, 224 और 225 (यदि वह जेल, भाग निकलने का मामला हो), 231, 232, 303, 311, 328, 364, 376, 386 से 389, 392 से 402, 413, 459, 489–A और किन्हीं उपर्युक्त अनुभागों के साथ पठित धारा 511 ।

(b) वे व्यक्ति, जिन्हें ऐक्ट की धारा 7 और 8 के आधीन दोषी ठहराय गया हो अथवा जिनका लाइसेंस, उसकी शर्तें के भंग करने के ाकरण रद्व किया गया हो।

(c) वे व्यक्ति, जिनकी मुक्ति के प्रार्थना पत्र, अधिनियम की धारा 8 के अन्तर्गत प्रार्थना पत्र को छोड़कर, पहले कभी राज्य सरकार द्वारा अस्वीकृत कर दी गयी है।

(d) वे व्यक्ति, जिन्हें भारतीय दण्ड संहिता अथवा किसी अन्य अधिनियम के अन्तर्गत एक वर्ष या उससे कम की अवधि की सजा दी गई हो।

स्पष्टीकरण–खण्ड (c) का नियम किसी सिद्धदोष को अधिनियम की धारा 2 के अन्तर्गत मुक्ति के लिए दूसरी बार आवेदन करने के लिए बाधक होता है, परन्तु राज्य सरकार कारागार महानिरीक्षक को किसी भी ऐसे मामले को, जिसे पहले कभी अस्वीकृत किया जा चुका हो, नियम–6(5) में उल्लिखित बोर्ड के समक्ष प्रस्तुत करने का आदेश हो सकता है।

4. मुक्ति के लिए पात्रतायें– नियम 3 में निर्दिष्ट बन्दियों के अतिरिक्त कोई अन्य बन्दी जिसने अपने कारावास की सजा का एक तिहाई अथवा छूट मिलाकर पांच वर्षों की कुल अवधि, जो भी कम हो, भोग ली हो, राज्य सरकार द्वारा लाईसेंस पर मुक्त किया जा सकता है।

5. दण्ड की संगणना– इस नियमावली के प्रयोजनों के लिए कारावास के दण्ड की अवधि संगणित करने में निम्नलिखित सिद्धान्तों का पालन किया जायेगा, अर्थात

(ए) जब कोई बन्दी, कई अपराधों`क लिए, कारावास की कई अवधियों के लिए दण्डित किया गया हो तथा कारावास के दण्डों के साथ–साथ चलोन का आदेश दिया गया हो तो कारावास की सबसे लम्बी सजा, जिन्हें बन्दी काट रहा हो, उसके कारावास की अवधि की अवधि मानी जायेगी।

(बी) जब कोई बन्दी, कई अपराधीनों के लिए कारावास की कई अवधियों के लिए दण्डित किया गया हो तथा कारावास के दण्डों को लगातार चलाने के आदेश दिया गया हो तो उक्त कुल अवधि जिसे बन्दी को भोगना हो, उसके कारावास की अवधि मानी जायेगी।

(सी) बन्दी द्वारा पहले ही से निर्गत छूट की अवधि, उसके द्वारा भोगे गये कारावास के रूप में गिनी जायेगी और

(डी) आजीवन सजा, जेल मैनुअल के पैरा 170(ई) के अनुसार बीस वर्ष समझी जायेगी।

स्पष्टीकरण– इस नियमावली के पद '' कारावास का दण्ड'' के अन्तर्गत जुर्माने का भुगतान न करने पर कारावास तथा अपराधिक प्रक्रिया संहित (कोड ऑफ क्रिमिनल प्रोसीजर), 1898 के अध्याय 8 के अधीन प्रतिभूति न दिये जाने पर कारावास सम्मिलित है।

1– अधिसूचना संख्या–546–p/XXII 1052-59 दिनांक नवंबर 30, 1967 द्वारा प्रतिस्थापित

6. प्रक्रिया–(1) इस नियमावली के अन्तर्गत, मुक्ति का पात्र कोई बन्दी, प्रपत्र ए में अधीक्षक को प्रार्थना पत्र दे सकता है। ऐसे प्रपत्र, सरकार के व्यय से मुद्रित किये जायेंगे तथा बन्दियों, उनके संबंधियों तथा उन व्यक्तियों को, जो उनके अभिभावक बनना चाहते हैं, निःशुल्क दिये जायेंगे।

(2) प्रार्थना पत्र के प्राप्त होने पर अधीक्षक, यह देखने के लिए प्राथना पत्र की जांच की करेगा कि क्या बन्दी और उसके प्रस्तावित अभिभावक ने प्रार्थना पत्र के उन स्तम्भों को, जो उनके द्वारा भरे जाने चाहिए थरे, यथावधि भर दिया है। यदि प्रार्थना पत्र यथाक्रम से हो तो अधीक्षक उसे ले लेगा और प्रपत्र बी में रखे गये रजिस्टर मे ंदर्ज कर

लेगा। यदि बन्दी, नियम 3 के अन्तर्गत मुक्ति का पात्र न हो तो वह उक्त प्रार्थना पत्र को अस्वीकृत कर देगा तथा बन्दी को अपना आदेश सूचित कर देगा। यदि बन्दी, नियम 4 के अन्तर्गत मुक्ति पात्र हो तो वह प्रार्थना पत्र के उन स्तम्भों को भरेगा जो उसके द्वारा भरे जाने चाहिए और उसे यथावधि, पुलिस अधीक्षक के माध्यम से, उस जिले के जिला मजिस्ट्रेट के पास भेजेगा जहॉ उक्त बन्दी को दोषी ठहराया गया था। यदि उक्त प्रार्थना पत्र यथाक्रम से न हो तो अधीक्षक, उसे आवश्यक सुधार अथवा छोड़ी हुई सूचनायें देने के लिए बन्दी को वापस कर देगा।

(3) उन दशाओं में जहॉ प्रोबेशन अधिकारी हो, जेल अधीक्षक उक्त प्रार्थन पत्र उसे भेज देगा, जिसकी एक प्रति पुलिस अधीक्षक को भेजी जायेगी जो अपनी रिपोर्ट प्रोबेशन अधिकारी को भेजेगा। प्रोबेशन अधिकारी अपनी स्वतन्त्र जांच करेगा और इसके बाद निम्नलिखित रूप में अपनी रिपोर्ट सीधे जिला मजिस्ट्रेट को प्रस्तुत करेगा जिसमें वह पुलिस अधीक्षक रिपोर्ट भी सम्मिलित करेगा :–

(1) बन्दी का नाम.....

(2) धारा के अन्तर्गत दोषी ठहराया गया.....

(3) दण्ड.....

(4) अभिभावक का सम्बन्ध.....

(5) अभिभावक की उपयुक्तता के बारे में राय (अनुपयुक्तता की दशा में कारणों के साथ)–

(ए) पुलिस.....

(बी) प्रोबेशन अधिकारी.....

(6) मुक्ति की सिफारिश (जब मुक्ति के लिए आपत्ति की गई हो तो कारण बताये जांये)

(ए) जेल.....

(बी) पुलिस.....

(सी) प्रोबेशन अधिकारी.....

(7) जिला मजिस्ट्रेट का आदेश.....

उपनियम (2) तथा इस नियम के अन्तर्गत प्रार्थन पत्र प्राप्त करने के तुरन्त बाद, जिला मजिस्ट्रेट, सम्बन्धित न्यायालयों से उक्त मुकदमें से सम्बद्धा निर्णयों की प्रमाणित प्रतियों को निःशुल्क भेजने के लिए कहेगा और यदि आवश्यक हो तो साथ ही साथ पुलिस अधीक्षक के माध्यम से उस जिले के जिला मजिस्ट्रेट से परामर्श करेगा जहॉ बन्दी साधारणतयः रहता हो। निर्णयों की प्रतियों तथा बन्दी के निवास स्थान के लिए जिला के जिला मजिस्ट्रेट की रिपोर्ट प्राप्त हो जाने पर, वह निर्णयों की प्रतियॉ प्रार्थना पत्र के साथ संलग्न कर देगा, उसमें उन प्रविष्टियों की पूर्ति करेगा जो उसके द्वारा भरी जानी हो और उसे महानिरीक्षक के पास अविलम्ब भेज देगा।

(3–ए) किसी लाइसेंसी से उसके अभिभावक की मृत्यु की सूचना तथा अन्य अभिभावक की नियुक्ति के प्रस्ताव के प्राप्त हाने पर उसे उस जिला का जिला मजिस्ट्रेट जहॉ लाईसेंसी रहता है, प्रस्तावित अभिभावक की उपयुक्तता के बारे में अपने राय के साथ मृत अभिभावक के स्थान पर नये अभिभावक की नियुक्ति के लिए अपना उक्त मामले को राज्य सरकार के पास भेज देगा। जब लाईसेंसी अन्य अभिभावक की नियुक्ति के लिए अपना प्रस्ताव नहीं भेजता है तो जिला मजिस्ट्रेट उससे अपेक्षा करेगा की वह शासन के अभिदेश करने से पूर्व ऐसा कर लें। यदि लाईसेंसी द्वारा जिला मजिस्ट्रेट के आदेश के प्राप्त होने के दिनांक से 15 दिनों के भीतर मृत अभिभावक के स्थान पर किसी अभिभावक का प्रस्ताव नहीं किया जाता है तो जिला मजिस्ट्रेट द्वारा उक्त मामले की रिपोर्ट शासन के आदेशार्थ कर दी जायेगी।

(4) जिला मजिस्ट्रेट प्रपत्र (सी) में एक रजिस्टर रखेगा जिसमें उपनियम (2) के अन्तर्गत अधीक्षक से प्राप्त समस्त प्रार्थना पत्र यथोचित रूप से दर्ज किये जायेगें।

(5) कारागार महानिरीक्षक द्वारा जिलों से प्राप्त हुए प्रार्थना पत्रों पर एक बोर्ड द्वारा विचार किया जायेगा, जिसमें उत्तर प्रदेश शासन के गृह सचिव अथवा तदर्थ अधिकृत कोई अन्य अधिकारी, कारागार महानिरीक्षक अथवा कारागार उप महानिरीक्षक, जैसी भी दशा हो, होंगे तथा राज्य सरकार द्वारा नामित कोई उपमंत्री अथवा सभा सचिव होंगे। उप मंत्री अथवा सभा सचिव या उनकी अनुपस्थिति में गृह सचिव अथवा राज्य सरकार द्वारा अधिकृत उपर्युक्त अधिकारी, बोर्ड का सभापति होगा। आवश्यक सिफारिशें करने के लिए बोर्ड की बैठकें प्रत्येक महीने में कम से कम एक बार होगी।

(6) राज्य सरकार लाईसेंसी से मृत अभिभावक के स्थान पर एक अभिभावक की नियुक्ति के संबंध में जिला मजिस्ट्रेट की रिपोर्ट प्राप्त होने पर ऐसे आदेश पारित करेगी जिसे वह उपयुक्त समझे।

(7) **लाईसेंसी–** ऐसे बन्दी को, जिसकी लाईसेंस पर मुक्ति, राज्य सरकार द्वारा स्वीकृत हो जाती है, प्रपत्र डी में एक लाईसेंस दिया जायेगा। प्रत्येक बंदी के लिए ऐसे लाईसेंस की तीन प्रतियां तैयार की जायेंगी। एक प्रति शासन द्वारा रोक ली जायेगी और दूसरी अधीक्षक के पास बन्दी के अभिभावक को देने के लिए भेज दी जायेगी और तीसरी जिला मजिस्ट्रेट को सूचनार्थ भेज दी जायेगी।

(8) बन्दी तथा अभिभावक को सूचना– जैसे ही अधीक्षक शासन का आदेश प्राप्त करता है वह तुरन्त उसकी सूचना बन्दी तथा जिला मजिस्ट्रेट को देगा और मुक्ति के आदेश की दशा में जिला मजिस्ट्रेट के माध्यम से उक्त अभिभावक को भी आदेश की सूचना देगा तथा बन्दी का प्रभार लेने के लिए उपस्थित होने के लिए कहेगा। अभिभावक के स्वयं उपस्थित होने पर अधीक्षक राज्य सरकार से प्राप्त लाईसेंस की प्रति उसे देगा, बन्दी को उनके अधिकार में देगा तथा रजिस्टर प्रपत्र (बी) में बन्दी के प्रभार में लेने के प्रतीक स्वरूप उसके हस्ताक्षर लेगा।

(9) अभिभावक का कर्तव्य–(ए) अभिभावक का यह देखेने का कर्तव्य होगा कि लाईसेंस की शर्तें पूरी की जाती है। वह लाईसेंसी के आचारण तथा कल्याण की देख–रेख करेगा और सामान्यतयः माता–पिता के समान कार्य करेगा। यदि लाईसेंसी का आचरण बुरा पाया जाता हो तो अभिभावक का कर्तव्य होगा कि जिला मजिस्ट्रेट की सूचना मे उक्त तथ्य लाया जाये।

(बी) लाईसेंसी से व्यवहार करने में अभिभावक जबकि वह उत्तर प्रदेश अपराध निरोधक समिति द्वारा नियुक्त प्रोबेशन अधिकारी हो उन नियमों से नियंत्रित होगा जो उक्त समिति ने राज्य सरकार की अनुमति से प्रोबेशन अधिकारियों के पथ प्रदर्शन के लिए बनाये हों।

(10)– (1) अभिभावक अथवा अन्य किसी साधन से लाईसेंसी द्वारा लाईसेंस की शर्तों के उल्लघंन करने की सूचना प्राप्त होने पर जिला मजिस्ट्रेट उस पर एक नोटिस तामील करायेगा कि कारण बताये कि उसका लाईसेंस क्यों न रद्व कर दिया जाये। यदि लाईसेंस उक्त नोटिस के उत्तर में स्वंय उपस्थित होता है तो जिला मजिस्ट्रेट उसे वैयक्तिक रूप से सुनने के बाद और यदि वह स्वयं उपस्थित नहीं होता है तो बिना उसे सुने विचार करेगा कि क्या राज्य सरकार को उसके लाईसेंस के रद्व करने की सिफारिश की जाय। अथवा न की जाये और वह तद्नुसार कार्य करेगा। जिला मजिस्ट्रेट शासन के पास उक्त लाईसेंस को रद्व करने के लिए अपनी सिफारिशें करते समय वह शर्त अथवा शर्तें बतलायेगा जो उसकी राय में लाईसेंसी द्वारा भंग की गई हैं तथा ये भी बतायेगा कि उन्हें किस प्रकार भंग किया गया है।

(2) जब जिला मजिस्ट्रेट लाईसेंस को रद्व करेन की सिफारश करने का निश्चय करता है और वह समझता है कि उक्त लाईसेंसी का अधिक समय तक लाईसेंस के अधीन रहना उपयुक्त नहीं है तो वह उसकी समय राज्य सरकार के आदेशों के प्राप्त होने तक, उसकी गिरफ्तारी के आदेश दे सकता है तो कारागार में रोक सकता है।

(3) राज्य सरकार जिला मजिस्ट्रेट की सिफारिश प्राप्त होने पर ऐसे आदेश पारित करेगी जिन्हें यह उपयुक्त समझे।

(4) लाईसेंस रद्व करने का आदेश प्रपत्र ई में होगा और वह लाईसेंसी पर कारागार अधीक्षक द्वारा तामील किया जायेगा, यदि वह कारागार में रोक रखा गया हो और यदि कारागार में न रोक रखा गया हो तो थाने के प्रभारी अधिकारी द्वारा तामील किया जायेगा।

(5) रद्व करने का आदेश, लाईसेंस पर और जिला मजिस्ट्रेट तथा अधीक्षक द्वारा रखे गये रजिस्टरों मे ंदर्ज किया जायेगा।

(6) यदि अधिनियम के अधीन, लाईसेंस पर मुक्त किया गया बंदी, अभिभावक के पर्यवेक्षण अथवा अधिकार से भाग जाता है अथवा अपने लाईसेंस के रद्व होने पर कारागार वापस नहीं लौटता है तो अभिभावक जिला मजिस्ट्रेट और अधीक्षक को तुरन्त सूचित करेगा तथा निकटस्थ थाने में रिपोर्ट करेगा और उक्त बंदी के विरूद्व संज्ञेय मामले की तरफ से कार्यवाही की जायेगी।

(11) **सुपुर्दगी का वारेंट**– अधिनियम के अन्तर्गत बन्दी की मुक्ति होने पर अधीक्षक वह वारेंट जिसके अन्तर्गत बन्दी को दण्डित करने वाले न्यायालय द्वारा कारागार के सुपुर्द किया गया था, तब तक रोके रखेगा जब तक कि जेल में अर्जित छूट की अवधि को सम्मिलित करके, यदि कोई हो, उसके दण्ड की अवधि समाप्त न हो जाय। वह अवधि, जिसमें कोई बंदी, इस अधिनियम के उपबंधों के अन्तर्गत प्रवृत्त लाईसेंस पर बन्दी गृह से अनुपस्थित रहे, उसके दण्ड की संगणना के लिए उस कारावास की अवधि का भाग मानी जायेगी, जिसकी दण्ड उसे दिया गया था। जब लाईसेंस पर मुक्त किये गये बंदी ने अपना दण्ड समाप्त कर लिया जो तो अधीक्षक वारंट को उस न्यायालय को वापस कर देगा जिसने उसे या उन्हें जारी किया था।

(12) **अन्तिम मुक्ति**– लाईसेंस के रद्व होने की दशा को छोड़कर उसकी अवधि समाप्त होने पर अभिभावक लाईसेंसी को सूचित करेगा कि वह लाईसेंस की शर्तों का पालन करने से मुक्त हो गया है और लाईसेंस पर इस आशय की एक टिप्पणी लिखेगा तथा उसे अधीक्षक को वापस कर देगा।

(13) **पुलिस द्वारा रजिस्ट्रीकृत बन्दी**– जब अधिनियम के अधीन लाईसेंस पर मुक्त किया गया बन्दी पुलिस द्वारा रजिस्ट्रीकृत बंदी हो तो कारागार अधीक्षक उस जिले के पुलिस अधीक्षक को जहां एक ऐस बंदी निवासी हो, अभिभावक को नाम औरपते सहित उसकी मुक्ति की सूचना देगा और उसी समय वह उन्हें दिनांक भी सूचित करेगा जिस दिन लाईसेंसी की अन्तिम मुक्ति होने की सम्भावना हो। बंदी की अन्तिम मुक्ति पर पुलिस की रजिस्ट्री स्लिप (पर्ची) पुलिस अधीक्षक को भेज दी जायेगी।

(14) **अभिभावक**– (1) प्रत्येक मामलें में जिला मजिस्ट्रेट निश्चित करेगा कि क्या प्रस्तावित अभिभावक हैसियत पूर्ववृत तथा नियंत्रण की दृष्टि से, जिसका प्रयोग वह अपने बन्दी पर करेगा उपयुक्त है अथवा नहीं तथा राज्य सरकार को अपनी राय सूचित कर देगा।

(2) बन्दी के माता पिता अथवा सम्बन्धी, अभिभावक नियुक्त किया जा सकते हैं यदि जिला मजिस्ट्रेट को इस बात से संतोष हो गया है कि वे अभिभावक के रूप में कार्य करने के लिए उपयुक्त है।

(3) कारागार का अधिकारी किसी भी दशा में तब तक अभिभावक के रूप में कार्य करने का पात्र न होगा जब तक कारागार महानिरीक्षक उसकी स्वीकृति न दे।

15. दण्ड की छूट देना– अधिनियम की धारा 8 के अन्तर्गत दण्ड की छूट का प्रार्थना पत्र बन्दी अथवा उस व्यक्ति द्वारा जो उसका प्रतिभू होने के लिए तैयार हो उस जिला के जिला मजिस्ट्रेट को दिया जायेगा जहॉ उसे दोषी ठहराया गया था और जब से एक से अधिक जिलों में दोषी ठहराया गया हो वहां किसी भी ऐसे जिले के जिला मजिस्ट्रेट को दिया जा सकता है।

(2) जिला मजिस्ट्रेट उक्त बंदी के पूर्ववृत्तों जेल में उसका आचरण तथा उसके पर्यावरणों पर विचचार करने के बाद और प्रोबेशन अधिकारी से यदि कोई हो तथा ऐसे अन्य प्राधिकारियों से जिन्हें वह उचित समझे परामर्श करने के बाद प्रार्थना पत्र प्राप्त होने के एक महीने के भीतर उसे राज्य सरकार के पास भेज देगा, जियमें चह अपनी राय देगा कि क्या उक्त बन्दी के अपराधों से अलग रहने की सम्भावना है और यदि उसे कारागार से मुक्त कर दिया जाता है तो क्या वह शांतिपूर्ण जीवन व्यतीत करेगा।

(3) ऐसे प्रार्थना पत्र के प्राप्त होने पर राज्य सरकार बन्दी को अच्छे चलन तथा ऐसी शर्तों पालन के लिए, जो राज्य सरकार लगाएं, बन्धनामा उतनी धनराशि की तथा उतने समय की एक या अधिक प्रतिभूति सहित जो राज्य सरकार उचित समझे, निष्पादित करने पर मुक्त कर सकते हैं।

(4) यदि अधिनियम की धारा 8 की उपधारा (1)के अन्तर्गत मुक्त कोई बंदी बन्धनामें की शर्तों का पालन करने में असफल रहता है तो जिला मजिस्ट्रेट अथवा परगना मजिस्ट्रेट यदि उसे जिला मजिस्ट्रेट द्वारा प्राधिकृत किया गया हो, अपराधिक प्रक्रिया संहिता (कोड ऑफ क्रिमिनल प्रोसीजर), 1818 की धारा 514 के अन्तर्गत कार्यवाही कर सकता है और वह राज्य सरकार की धारा 8 की उपधारा (1) के अन्तर्गत दण्ड के छूट सम्बन्धी आदेश को रद्व करने के लिए रिपोर्ट देगा और राज्य सरकार धारा 8 की उपधारा (3) के अनुसार ऐसे आदेश पारित कर सकती है जिसे वह उपयुक्त समझे।

प्रारूप 'ए'

(बन्दी उसके सम्बन्धी अथवा उसके अभिभावक को निःशुल्क दिये जाने के लिए)

उ0प्र0 प्रिजनर्स रिलीज आन प्रोबेशन एक्ट 1938 (1938 का 8) की धारा 2 के अन्तर्गत मुक्ति के लिए कारागार अधीक्षक को बन्दी द्वारा दिया जाने वाला प्रार्थना पत्र।

(बंदी और उसके अभिभावक द्वारा भरे जाने के लिए)

जेल.....

1– बंदी का नाम और संख्या.....

2– पिता का नाम.....

3– जाति.....

4– निवास–स्थान.....

ग्राम, मोहल्ला अथवा नगर.....

थाना.....

जिला.....

5– प्रस्तावित अभिभावक का नाम उसके पिता के नाम सहित.....

6– अभिभावक की जाति.....

7– अभिभावक की आयु.....

8– अभिभावक का व्यवसाय.....

9– अभिभावक का निवास स्थान.....

ग्राम, मोहल्ला अथवा नगर.....

थाना.....

जिला.....

10– क्या अभिभावक साक्षर है?

11– क्या अभिभावक बंदी का सम्बन्धी है? यदि हॉ, तो कैसे ?–

बंदी का घोषणा

मै एतद्द्वारा घोषित करता हूँ कि मैं उ0प्र0 रिलीज आन प्रोबेशन एक्ट 1938 के अन्तर्गत मुक्त होने की इच्छा करता हूँ और लाईसेंस की उक्त शर्तों का सच्चे हृदय से पालन करूंगा।

बंदी के हस्ताक्षर

दिनांक..... .....

बायें अगूठें का छाप

अभिभावक द्वारा घोषण

मै.....समिति.....की ओर से उपर्युक्त बंदी.....की देख रेख करने के लिए सहमत हूँ तथा उ0प्र0 प्रिजनर्स रिलीज आन प्रोबेशन एक्ट, के उपबन्धों तथा उसके अधीन बनाये गये नियमों और लाईसेंस की शर्तों का पालन करूंगा।

दिनांक–..... अभिभावक के हस्ताक्षर

.....

बांये अंगूठे का निशान

नोट– यदि प्रस्तावित अभिभावक समिति अथवा संस्था नहीं है तो इस पंक्ति के शेष भाग काट दिया जायेगा।

(जिला मजिस्ट्रेट द्वारा भरे जाने के लिए)

आकस्मिक (casual)

अभ्यासिक (habitual)

पूर्व दोषसिद्धियों की संख्या, यदि कोई हो.....

1– बंदी का नाम और संख्या.....

2– बंदी की आयु.....वर्ष, अपराध.....

3– दण्ड देने वाला अधिकार और मामले के संख्या.....

4– दण्ड की अवधि.....जुर्माने यदि कोई हो, वसूल किया गया जुर्माना..

5– दण्ड देने का दिनांक.....

6– प्रार्थना पत्र के दिनांक तक जेल में वस्तुतः व्यतीत की गयी अवधि.....

7– अर्जित की गयी छूट.....वर्ष.....महीने.....दिन.....

8– स्तम्भ 6 और 7 का योग..... वर्ष.....महीने.....दिन.....

9– नियम के अन्तर्गत संभाव्य दण्ड की छूट दिये जाने के बाद बंदी की मुक्ति का दिनांक.....

10– जेल में बंदी को नियत किया गया कार्य.....

11– बंदी द्वारा किये गये कारागार सम्बन्धी अपराध तथा उसे दिया गया दण्ड.....

12– कारागार में किसी विशेष कार्य में प्राप्त प्रशिक्षण अथवा कोई विशेष प्रवीणता..

13– बंदी की शारीरिक तथा मानसिक दशा.....

14– जेल में आचारण.....

15– कारावास भोगने का प्रभाव.....

16– क्या बंदी प्रत्येक प्रकार से पात्र है ? यदि नहीं, तो अधीक्षक यहॉ अपने हाथ से इस प्रार्थना पत्र को अस्वीकृत करने का आदेश, कारणों सहित लिखेगा.....

17– क्या बंदी को लाइसेंस पर मुक्त करना उचित है?.....

18– उक्त विषय पर अथवा बंदी की मुक्ति पर स्वयं जेल अधीक्षक द्वारा अथवा जिला मजिस्ट्रेट के माध्यम से किया गया पूर्व निर्देश, यदि कोई हो.....

प्रविष्टियां वारंटों के साथ जांच ली गई है

जेलर जेल अधीक्षक

दिनांक..... जेल का नाम.....

(जेल प्रविष्टियॉ के अधीक्षक द्वारा अभिलिखित की जाएंगी)

(जिला मजिस्ट्रेट द्वारा भरे जाने के लिए)

1– जिला मजिस्ट्रेट के कार्यालय में प्रापत होने का दिनांक.....

2– मामले का संक्षिप्त इतिवृत्त.....

3– क्या प्रस्तावित अभिभावक इस प्रकार कार्य करने के लिए उपयुक्त है?.....

4– बंदी की पूर्ववृत्त तथा कारागार में उसके आचरण को देखते हुए क्या अपराध से उसके अलग रहने की संभावना है और यदि लाईसेंस पर मुक्त कर दिया जाय तो क्या वह शान्तिपूर्ण जीवन व्यतीत करेगा?.....

जिला मजिस्ट्रेट

जिले का नाम.....

नोट : यदि नही ंतो संक्षेप में कारण दें।

बोर्ड की सिफारिश

1– लाईसेंस पर मुक्त किये जाने की सिफारिश की जाती है।

2– जुर्माने का भुगतान न करने की दशा में.....महीनों के बाद और यदि जुर्माने अथवा उसके किसी भाग का भुगतान कर दिया हो तो उससे पहले लाईसेंस पर मुक्त किये जाने की सिफारिश की जाती है।

3– यदि उपयुक्त अभिभावक मिल जाय तो लाईसेंस पर मुक्त किये जाने की सिफारिश की जाती है।

4– लाईसेंस पर.....महीनों के बाद मुक्त किये जाने की सिफारिश की जाती है, यदि बंदी का आचरण संतोषजनक हो।

5– .....तक स्थगित, यदि बंदी का आचरण संतोषजनक है।

6– उपयुक्त अभिभावक के मिलने तक स्थगित.....

7– अनिश्चित काल के लिए स्थगित.....

8– अस्वीकृत.....

9– अभिभावक के नाम की पहचान की जाये.....

सदस्य सदस्य सभापित

दिनांक.....

शासन के आदेश

बोर्ड की सिफारिश स्वीकृत की जाती है

सचिव, शासन

दिनांक.....

लाईसेंस के रद्द करने पर पृष्ठांकन

सचिव, शासन

दिनांक.....

प्रपत्र बी

(नियम 6(2) देखें)

उ0प्र0 प्रिजनर्स रिलीज आन प्रोबेशन एक्ट, 1938 के अन्तर्गत मुक्ति सम्बंधी प्रार्थना पत्रों का जेल रजिस्टर

क0 सं0	आवेदन का दिनांक	बंदी का नाम	बंदी की संख्या	क्या आवेदन अधीक्षक द्वारा अस्वीकृत है	क्या अधीक्षक द्वारा बंदी को लौटाया गया है	लाईसेंस की समाप्ति की तिथि अगर दिया गया हो	जिलाधिकारी को आवेदन को प्रेषण की तिथि	राज्य सरकार का आदेश	अभिभावक का नाम	अभिभावक को लाईसेंस देने और बंदी पहुँचाने का दिनांक	बंदी के जेल में पुनः प्रवेश करने का दिनांक	लाईसेंस के निरस्तीकरण की तिथि, यदि कोई हो तो	लाईसेंस की प्राप्ति और उसके पास बंदी पहुँच जाने के प्रतीक में अभिभावक के हस्ताक्षर	जेल से अंतिम मुक्ति का दिनांक	टिप्पणियॉ

प्रपत्र सी

(नियम 6(4) देखें)

जिला मजिस्ट्रेट के कार्यालय में रखा जाने वाला उ0प्र0 प्रिजनर्स रिलीज आन प्रोबेशन एक्ट, 1938 के अन्तर्गत मुक्ति सम्बन्धी प्रार्थना पत्रों का जेल रजिस्टर

क0सं0	अधीक्षक से आवेदन प्राप्त होन का दिनांक	बंदी का नाम	सजा देने वाले न्यायालय का नाम	यदि मुक्ति के लिए शासन से सिफारिश की गयी है	कारागार महानिरीक्षक को आवेदन के प्रेषण की तिथि	राज्य सरकार के आदेश	अभिभावक का नाम	लाईसेंस के निरस्तीकरण की तिथि, यदि कोई हो तो	यदि कार्यवाही अधिनियम की धारा 7 के तहत की गई है	टिपपणियॉ

प्रपत्र डी

(नियम 7 देखें)

उ0प्र0 प्रिजनर्स रिलीज आन प्रोबेशन एक्ट, 1938 की धारा 2 के अन्तर्गत सप्रतिबन्ध मुक्ति का लाईसेंस

यू0पी0 प्रिजनर्स आन प्रोबेशन एक्ट, 1938 की धारा 2 के द्वारा प्रदत्त अधिकारों का प्रयोग करके राज्य सरकार एतत्पश्चात् वर्णित शर्तों के पालन पर .....आत्मज.....जाति.....आयु.....निवास स्थान..... .....थाना.....जिला.....बंदी संख्या..... जो इस समय..... जेल में परिरूद्ध है, को मुक्त करने के लिए स्वीकृत तथा आदेश देती है तथा उसे आत्मज.....जाति..... निवास स्थान..... थाना.....जिला.....अथवा समिति/संस्था के, जिसे उक्त बंदी के अभिभावक के रूप में नियुक्त किया गया है, पर्यवेक्षण तथा प्राधिकार में रखती है।
उक्त लाईसेंस.....को जब तक पहले ही रद्व न किया जाये, समाप्त हो जायेगा।

लाईसेंस द्वारा पूरी की जाने वाली शर्तें

(1) लाईसेंसी, लाईसेंस की अवधि के दौरान उपर्युक्त अभिभावक के पर्यवेक्षण तथा अधिकार तथा अधिकार में रहेगा। वह अपने निवास स्थान, सेवायोजन अथवा आचरण के सम्बन्ध में मौखिक रूप अथवा लिखित रूप से अभिभावक द्वारा दिये गये सभी अनुदेशों का पालन करेगा।

(2) वह बिना अभिभावक की अनुमति के उन स्थानों की सीमाओं के बाहर नहीं जायेगा जिनके लिए उसे उसके अभिभावक ने प्रतिबन्ध लगाया हो तथा अभिभावक द्वारा आदेश दिये जाने पर किसी भी जगह तथा उस वर्ग से जायेगा जो अभिभावक नियत करें।

(3) वह ऐसे समय और स्थानों पर तथा ऐसे व्यक्तियों के समक्ष स्वंय उपस्थित होगा जहॉ अभिभावक समय–समय पर आदेश दें।

(4) जिस काम पर अभिभावक उसे लगने के लिए कहे, वह उस पर मेहनत से तथा अभिभावक के संतोषानुसार कार्य करेगा।

(5) वह भारत में तत्समय प्रचलित किसी विधि के अधीन दण्डनीय कोई अपराध नहीं करेगा।

(6) वह किसी भी प्रकार ऐसे व्यक्तियों से संबंध नहीं रखेगा जो दुश्चरित्र हो तथा लम्पट या पापपूर्ण जीवन व्यतीत करते हो।

(7) यदि राज्य सरकार की राय में वह उपर्युक्त शर्तों का उल्लघंन करते हुए पाया जाता है तो राज्य सरकार उसे अपने निवास स्थान के जिले के जिला मजिस्ट्रेट के समक्ष अपने मामले का अभ्यावेदन करने का अवसर देने के बाद उक्त लाईसेंस रद्व कर सकती है और यू0पी0 प्रिजनर्स रिलीज आन प्रोबेशन एक्ट, 1938 की धारा 4 के उपबन्ध के अधीन रहते हुए उसे शेष दण्ड को भुगतान के लिए पुनः कारागार भेजे जाने का आदेश दे सकती है।

(8) इस लाईसेंस के रद्व करने के आदेश में निर्दिष्ट को यह उसके पूर्व कारागार वापस चला जायेगा।

(9) अपने अभिभावक की मृत्यु की दशा में लाईसेंसी इस तथ्य को उस जिले के जिला मजिस्ट्रेट को जहॉ वह रहता है तुरन्त सूचित करेगा और यदि सम्भव हो तो अभिभावक के स्थान पर किसी अन्य उपयुक्त अभिभावक के लिए

प्रस्ताव करेगा तथा प्रस्तावित अभिभावक को पूर्ण विवरण देगा।

अभिभावक का कर्तव्य

अभिभावक का यह देखने का यह कर्तव्य होगा कि लाईसेंसी की शर्तों का पूरी तरह पाल किया जाता है। वह लाईसेंस के आचरण तथा कल्याण की देख रेख करेगा और सामान्यतः माता के स्थान में कार्य करेगा। यदि लाईसेंसी का आचारण बुरा हो तो अभिभावक का यह कर्तव्य होगा कि वह जिला मजिस्ट्रेट को इसकी सूचना दे।

यदि अधिनियम के अधीन, लाईसेंस पर मुक्त कोई बंदी अभिभावक पर्यवेक्षण अथवा प्राधिकार से भाग निकलता है अथवा लाईसेंस के रद्व हो जाने पर कारागार वापस नहीं आता है तो अभिभावक, जिला मजिस्ट्रेट और जेल के अधीक्षक को तुरन्त सूचित करेगा तथा निकटस्थ थाने में रिपोर्ट करेगा और बंदी के विरूद्ध ऐसी कार्यवाही की जाएगी जो संज्ञेय मामले में की जाती है।

रद्व हो जाने की दशा को छोड़कर लाईसेंस की अवधि समाप्त होने पर अभिभावक तुरन्त लाईसेंसी को सूचित करेगा कि वह लाईसेंस की सभी शर्तों का पालन करने से मुक्त है और लाईसेंस पर उक्त आशय की एक टिप्पणी लिखेगा तथा लाईसेंस को सम्बद्ध जेल अधीक्षक को वापस कर देगा।

दिनांक.....

गृह सचिव,

उत्तर प्रदेश शासन

प्रपत्र ई

देखिये नियम 10 (4)

यू0पी0 प्रिजनर्स रिलीज आन प्रोबेशन एक्ट, 1938 की धारा 6 के अधीन

लाईसेंस को निरस्त करने का आदेश

चूंकि यू0पी0 प्रिजनर्स रिलीज आन प्रोबेशन एक्ट, 1938 की धारा 2 के अन्तर्गत मुक्त.....लाईसेंसी ने अपने लाईसेंस दिनांक.....की शर्त संख्या..... का उल्लघंन.....करके किया है।

अतएव अब यू0पी0 प्रिजनर्स रिलीज आन प्रोबेशन एक्ट, 1938 की धारा 6 द्वारा प्रदत्त अधिकारों का प्रयोग करके राज्य सरकार अधिनियम की धारा 2 के अधीन.....आत्मज.....निवासी..... थाना..... .....जिला.....के संरक्षण में .....आत्मज.....निवासी.....थाना.....जिला..... कारागार का सिद्धदोष संख्या.....को दिये गये लाईसेंस दिनांक.....को एतद्द्वारा.....से निरस्त करती है और आदेश देती है कि उक्त अधिनियम की धारा 4 के उपबन्धों के अधीन रहते हुए उसे अपना शेष दंड भुगतने के लिए पुनः कारागार भेजा जाय।

(बन्दी को अधीक्षक.....कारागार को.....दिनांक.....को अथवा उसके पूर्व रिपोर्ट करने के लिए आदेश दिया जाता है)

दिनांक–.....

गृह सचिव

उत्तर प्रदेश शासन

परिशिष्ट 4

आदर्श कारागार के प्रशासन और प्रबंधन के लिए नियम

1– प्रस्तावना

जबकि उत्तर प्रदेश के सिद्धदोषियों में अच्छे आचरण काम में संतोषजनक प्रदर्शन और एक आत्म–अनुशासनात्मक जीवन के लिए प्रोत्साहित करने और सामाजिक समायोजन और इन सिद्धदोषियों को आर्थिक आत्म–निर्भरता के लिए मुक्ति पूर्व अवसर प्रदान करने की दृश्टि से उत्तर प्रदेश शासन कारावास अधिनियम 1894(अधिनियम 1894 के 9) की धारा 59 के खंड (18) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए निम्नलिखित नियम अधिसूचित करता है :

संक्षिप्त नाम और प्रारम्भ–

(i) इन नियमों को उत्तर प्रदेश आदर्श कारागार नियमावली, 2013 कहा जाएगा, जिसे इसके बाद ''नियम'' कहा जाएगा।

(ii) ये तत्काल प्रभाव से लागू होंगे।

(iii) इस नियमों में जैसा प्रदान किया गया है उसके अतिरिक्त उ0प्र0 कारावास मैनुअल के प्रावधान

जिसे इसके बाद ''मैनुअल'' कहा जाएगा, आदर्श कारागार के दोषियों पर भी लागू होंगे।

(iv) आदर्श कारागार के सुचारू और बेहतर प्रबंधन के लिए और उसके उद्देश्यों को प्राप्त करने के लिए महानिरीक्षक राज्य सरकार के आदेश के अधीन आदर्श कारागार को मैनुअल के प्रावधानों से छूट दे सकता है।

2–परिभाषाएं–

(i) स्वागत भवन–स्वागत भवन का तात्पर्य आदर्श कारागार के उस हिस्से से है जिसमें नये प्रवेश कराये गये सिद्धदोषियों को पहले छह महीनों के लिए कड़ी नजर और सुरक्षा में रखा जाएगा और जमुना भवन जैसा आगे परिभाषित किया गया है, में प्रवेश के लिए तैयार किया जाएगा।

(ii) यमुना भवन– यमुना भवन का तात्पर्य आदर्श कारागार के उस हिस्से से है, जिसमें सिद्धदोषियों द्वारा स्वागत भवन के छह महीने संतोषजनक ढंग से व्यतीत करने के बाद अगले छह महीने के लिए रखा जाएगा। यहॉ कड़ी नजर और सुरक्षा में कारावास के अन्दर दिन के दौरान खुले में रहने की अनुमति दी जाएगी और रात में तालाबंदी में रखा जाएगा। यमुना भवन में सिद्धदोषी के प्रवास के दौरान वह उसे आवंटित किसी भी व्यापार में कौशल विकसित करेगा।

iii) गंगा भवन– गंगा भवन का तात्पर्य आदर्श कारागार के उस हिस्से से है, जिसमें सिद्धदोषियों को यमुना भवन से कार्यकाल के पूरा होने के बाद आचारण पर संतोषजनक रिपोर्ट पर स्थानान्तरित किया जाएगा। यहॉ वे न्यूनतम सुरक्षा में रखे जांएगे। पहले छह महीनों के लिए उन्हें रात में तालाबंदी में रखा जाएगा। सिद्धदोषी द्वारा यमुना भवन में अपने प्रवास के दौरान विकसित किये गये व्यापार में कौशल के अनुसार उसे श्रम आवंटित किया जाएगा।

((iv) आजाद सिद्धदोषी– आजाद अपराधी का तात्पर्य ऐसे दोषी से है जिसे गंगा भवन के उक्त छह महीने की अवधि के पूरा होने के बाद गंगा भवन के कम से कम दस साथी–सिद्धदोषियों द्वारा प्रतिभूति दिए जाने पर कारावास के अन्दर दस दिनों के लिए रात में खुलाछोड़ दिया गया हो। इसके बाद जमानत बांउ जमा करने के बाद कारावास में अपने उपस्थिति देने के बाद सिद्धदोषी को दिन और रात में कारागार के बाहर खुले में जाने की अनुमति है यदि वह कम से कम लगातार तीन बार घर की छुट्टी से समय पर वापस आ गया है।

(v) स्टार श्रेणीसिद्धदोषी– स्टार श्रेणी सिद्धदोषी का तात्पर्य उस आकस्मिक सिद्धदोषी से है जिसका पिछला चरित्र अच्छा था, जिसका पूर्ववृत्त अपराधिक नहीं है और जिसके अपराध संगीन क्रूरता, अत्याधिक नैतिक अधमता या मन की भ्रष्टता का संकेत नहीं देते हैं।

(vi) प्रोत्साहन योजना– प्रोत्साहन योजना का तात्पर्य उस योजना से है जिसके अन्तर्गत गंगा भवन के अंदर उद्योगों में काम करने वाले सिद्धदोषियों को उनके परिश्रम और उसके कारण उत्पादन के लिए प्रोत्साहन दिया जाता है।

(vii) पंचायत– पंचायत का तात्पर्य गंगा भवन में निरूद्ध सिद्धदोषियों की पंचायत है। इस पंचायत में

मैनुअल के परिशिष्ट 17 में प्रदत्त नियमों के अनुस्मारक सरपंच और पंचों की एक संख्या में शामिल होगी।

3–पात्रता–

आदर्श कारावास में प्रवेश के लिए पात्रता निम्नानुसार होगी :

(i) स्टार श्रेणी पुरूष सिद्धदोषी जिसे या तो आजीवन कारावास या सात साल की न्यूनतम कारावास की सजा सुनाई गई हो।

(ii) उसकी आयु 21 वर्ष से कम और 45 वर्ष से अधिक नहीं होगी।

(iii) वह शारीरिक रूप से स्वस्थ होगा और कठिन परिश्रम करने में सक्षम होगा।

(iv) वह कम से कम तीन वर्ष का कारावास भुगत चुका हो जिसमें से कम से कम एक साल सिद्धदोषी के रूप में भुगता हो। महानिरीक्षक कारावास की अवधि को जैसा वह उचित समझे कम कर सकता है।

(v) वह अच्छे व्यवहार और सिद्ध अखंडता का होना चाहिए।

(vi) उसके अपने परिवार के साथ करीबी संबंधों का होना चाहिए।

4– आदर्श कारागार में स्थानान्तरण के लिए अपात्र सिद्धदोषी–

(i) भारतीय दंड संहिता, 1860 की धारा 224, 231 से 263, 286, 306, 328, 364, 364–ए, 376, 377, 381, 404, 411, 420, 436, 460, 463, 466 से 477, 489–ए, 489–बी, 489–सी, 489–आई, 504, 506 और स्वापक औषधि और मनरू प्रभावी पदार्थ अधिनियम, 1985 के तहत दोषी ठहराये गये व्यक्ति।

(ii वे सिद्धदोषी जिन्हें मृत्यु दण्ड या जिनके मृत्यु दण्ड को आजीवन कारावास में परिवर्तित या विनिमय किया गया हो।

(iii) जो व्यक्ति उत्तर प्रदेश राज्य के निवासी नहीं हैं।

(iv) वे सिद्धदोषी जो उस जिले के निवासी हैं जहॉ आदर्श कारावास स्थित हैं और वे उस जिले के निवासी हैं जिसका मुख्यालय आदर्श कारावास से 50 किलोमीटर की दूरी के भीतर स्थित है।

(v) वे सिद्धदोषी जो छूट के लिए पात्र नहीं है।

5–सिद्धदोषियों का वापस उनके मूल कारागारों में स्थानान्तरण–

आदर्श कारागार में उनके प्रवास के दौरान किसी भी समय अधीक्षक महानिरीक्षक को जैसा नीचे दिये गये है, उन कारणों के लिए प्रस्तर–7 में जैसा विहित है, समिति द्वारा विचार करने के बाद सिद्धदोषियों का वापस उनके मूल कारागारों या किसी अन्य कारागार में स्थानान्तरण की सिफारिश कर सकता है।

(i) नियमों के प्रस्तर 4 में उल्लिखित पात्रता रखने वाला सिद्धदोषी अधीक्षक को एक आवेदन प्रस्तुत करेगा।

(ii) अधीक्षक, सिद्धदोषियों के सभी आवेदनों को जो स्थानान्तरण की शर्तों को पूरा करते हैं नामावली के साथ आदर्श कारागार के अधीक्षक को अग्रसारित करेगा। नामावली हर कैलेण्डर वर्ष की 1 जनवरी और 1 जुलाई को भेजी

जाएगी।

(iii) नामावली के अनुवीक्षण के बाद आदर्श कारागार का अधीक्षक, महानिरीक्षक को सिद्धदोषियों के आदर्श कारागार में स्थानान्तरण की सिफारिश करेगा।

(iv) एक समिति जिसमें निम्नलिखित सदस्यों शामिल होंगे, आदर्श कारागार में स्थानान्तरित किये जाने नामों पर अंतिम निर्णय लेगी :–

(a) महानिरीक्षक– अध्यक्ष

(b) उप महानिरीक्षक– (मुख्यालय) –सदस्य

(c) अधीक्षक, आदर्श कारागार–सदस्य संयोजक

7– प्रबंधन बोर्ड और उसके कर्तव्य–

(i) एक प्रबंधन बोर्ड का गठन किया जाएगा जिसमें आदर्श कारागार के निम्नलिखित अधिकारी शामिल होगे।

(a) अधीक्षक

(b) चिकित्सा अधिकारी

(c) जेलर

(d) अधीक्षक द्वारा नामित उपजेलर

(ii) बोर्ड सिद्धदोषियों के स्वागत भवन में छह महीने व्यतीत करने के बाद यमुना भवन में स्थानान्तरित करने के लिए पात्र सिद्धदोषियों की जांच और चयन करेगा।

(iii) बोर्ड पिछले छह महीनों के दौरान सिद्धदोषी के काम और व्यवहार पर विचार करने के बाद आगे योजनाओं और परियोजनाओं में स्थानान्तरित करने का निर्णय करेगा।

(iv) बोर्ड प्रस्तर 5 में प्रदान किये गये अनुसार सिद्धदोषी को उसके मूल कारावास या किसी अन्य कारावास में स्थानान्तरित किये जाने के लिए सिफारिश कर सकता है।

(v) बोर्ड सिद्धदोषियों के यमुना भवन में छह महीने व्यतीत करने के बाद गंगा भवन में स्थानान्तरित करेन के लिए पात्र सिद्धदोषियों की जांच और चयन करेगा।

8–सहकारी समित–

(i) आदर्श कारागार सहित सभी कारागारों में सिद्धदोषियों की एक सहकारी समिति हो सकती है।

(ii) आजाद सिद्धदोषियों को सहकारी समिति की योजना के अधीन कम से कम एक वर्ष की अवधि तक सफलतापूर्वक काम करने के बाद बिना प्रतिभूति के खेत कालोनी में रहने की अनुमति दी जा सकती है।

(iii) आजाद सिद्धदोषियों को उनके द्वारा उत्पादित वस्तुएं बेचने के लिए अनुमति दी जा सकती है और इसी तरह एक नाई, दर्जी, सब्जी विक्रेता, भोजनालय दुकान आदि में काम करने की अनुमति दी जा सकती है।

(iv) सहकारी समिति की योजना के अन्तर्गत सिद्धदोषी किसी राष्ट्रीयकृत बैंक से उपरोक्त उल्लिखित (ii) में निर्दिष्ट प्रयोजनों के लिए ऋण ले सकते हैं।

(v) अधीक्षक द्वारा आजाद सिद्धदोषियों को कारावास के पास राज्य द्वारा या अस्थायी रूप से स्वयं सिद्धदोषी द्वारा निर्माण की गयी दुकानों पर विभिन्न व्यवसायों का प्रबंधन करने के अनुमति दी जा सकती है। इस योजना के अन्तर्गत सिद्धदोषियों को स्वतंत्र रूप से प्रतिभूति के बिना एक सामान्य नागरिक की तरह काम करने की अनुमति दी जाएगी।

9– घर जाने के लिए छुट्टी–

(दंड प्रक्रिया संहिता 1973 की धारा 432 के अधीन आदर्श कारावास के बंदियों को घर जाने के लिए छुट्टी के नियम)

(i) आदर्श कारागार प्रोत्साहन योजना पर काम कर रहे सिद्धदोषियों को उन्हें अपने परिवार से संबंधों का नवीनीकरण करने या बीमार करीबी रिश्तेदारों की देखभाल करने या अपने संभावित नियोक्ता के साथ संपर्क बनाने या घरूले समस्या को निपटाने के उद्देश्य से अपने परिवार से मिलने के लिए दण्ड को अस्थायी रूप से निलम्बित करके उन्हें घर जाने के लिए छुट्टी की अनुमति दी जा सकती है।

(ii) केवल ऐसे सिद्धदोषी घर जाने के लिए छुट्टी पर रिहाई के लिए पात्र होंगे जो निम्न शर्तों को पूरा करते हों –

(a) आदर्श कारागार में उसका काम और आचारण अच्छा रहा है।

(b) वह कम से कम एक वर्ष से आदर्श कारागार में है।

(c) उसके प्रोत्साहन खाते में उसके क्रेडिट पर पर्याप्त राशि है जिससे वह आदर्श कारागार से घर जाने और वापस आने के लिए यात्रा में होने वाले पूरे व्यय को वहन करने के बाद भी उसके खाते में कम से कम 1000 रूपये शेष रहे तथा

(d) उसके जाने के लिए एक उपयुक्त घर है।

(iii) बोर्ड जिसमें निम्नलिखित सदस्य शामिल होंगे, सिद्धदोषियों द्वारा प्रस्तुत घर जाने के लिए छुट्टी दिये जाने के लिए सभी आवेदनों पर विचार करेगा और महानिरीक्षक को आवश्यक सिफारिश करेगा।

(a) आदर्श कारागार अधीक्षक– अध्यक्ष

(b) आदर्श कारागार के चिकित्सा अधीक्षक– सदस्य

(c) जिला मजिस्ट्रेट द्वारा नामित अपर जिला मजिस्ट्रेट– सदस्य

(iv) बोर्ड जब भी आदर्श कारागार के अधीक्षक द्वारा आवश्यक समझा जाए बैठक करेगा परन्तु एक महीने में एक बार से अधिक नहीं होगी।

(v) अधीक्षक अपने ही हाथ में किसी भी ऐसे आवेदन को अस्वीकार कर देगा जिसके घर जाने के लिए छुट्टी पर रिहाई के लिए बोर्ड ने सस्तुति नहीं है। बोर्ड द्वारा संस्तुति किये गये आवेदन प्राप्त होहने पर महानिरीक्षक प्रत्येक मामले में अपनी संस्तुति के साथ उन्हें सरकार को अग्रसारित करेगा।

(vi) सामान्य रूप से किसी सिद्धदोषी को अधिकतम पंद्रह दिनों की अवधि के लिए घर जाने के लिए छुट्टी दी

जाएगी जिसमें दोनों तरफ की यात्रा की अवधि सम्मिलित होगी। ऐसे मामलों में जहॉ सिद्धदोषी के घर जाने और आने की यात्रा छह दिन या उससे अधिक की अवधि लगने की सम्भावना है, छुट्टी की अवधि इक्कीस दिनों की होगी। असाधारण परिस्थितियों में सरकार छुट्टी की अवधि को तीस दिनों तक बढ़ा सकती है।

(vii) आदर्श कारागार के सिद्धदोषियों को निर्धारित प्रपत्र में निजी मुचलके और किसी भी ऐसी अन्य शर्त पर जिसे अधीक्षक उचित समझे दी जाएगी।

(viii) चूंकि सिद्धदोषी को घर जाने के लिए छुट्टी सजा निलम्बित करके दी जाएगी इसलिए छुट्टी की अवधि की गिनती सजा की अवधि में नही होगी।

(ix) घर जाने के लिए छुट्टी पर सिद्धदोषियों को छुट्टी देने के सरकारी आदेश की एक प्रतिलिपि दी जाएगी। आदर्श जेल का अधीक्षक आदेश में दिये गये स्थान पर यात्रा के लिए आवश्यक अवधि सहित सही दिनांक दर्ज करेगा जिसके दौरान सिद्धदोषी ऐसे छुट्टी पर रहेगा। सिद्धदोषी के ऐसी छुट्टी पर जाने के पहले वह सम्बन्धित पुलिस अधीक्षक को सिद्धदोषी की रिहाई के बारे में भी सूचित करेगा।

(x) यदि छुट्टी की अवधि के दौरान सिद्धदोषी तत्समय प्रवृत्त किसी विधि के अधीन दंडनीय कोई अपराध करता है या छुट्टी समाप्त होने के बाद जेल में लौटने में विफल रहता है तो वह समर्पण पर किसी अन्य कारागार में भेजा जा सकता है। ऐसे स्द्धिदोषी को सभी छूट और उसके क्रेडिट पर अर्जित प्रोत्साहन राशि जब्त कर ली जाएँगी। साथ ही उसे जेल मैनुअल में निर्धारित किसी भी सजा से दंण्डित किया जाएगा।

(xi) सिद्धदोषियों को घर जाने के लिए छुट्टी दिये जाने के आवेदनों और छुट्टी देने वाले ऐसे आदेश और सिद्धदोषियों द्वारा निष्पादित निजी मुचलके के निर्धारित प्रारूप परिशिष्ट डी में दिये गये है और आदर्श जेल के अधीक्षक द्वारा सिद्धदोषियों को निजी मुचलके निःशुल्क आपूर्ति की जाएगी।

(xii) इन नियामें में प्रावधान हीं किये गये किसी भी मामले को निर्देश के लिए सरकार को भेजा जाएगा।

परिशिष्ट 5

(प्रस्तर–300 देखें)

अल्पवयस्क सिद्धदोषियों के लिए केन्द्रीय कारागार की प्रबंधन समिति

प्रस्तर–304 में संदर्भित निम्नलिखित नियम अल्पवयस्क सिद्धदोषियों के लिए प्रबंधन समिति के संविधान और कार्यों को निर्धारित करते हैं।

1– समिति में निम्नलिखित सदस्य होंगे –

(ए) सरकारी सदस्य

ए–जिला एवं सत्र न्यायाधीश बरेली।

बी–जिलाधिकारी बरेली।

सी–मुक्ति के बाद सिद्धदोषियों की देखभाल के लिए सरकार द्वारा मान्यता प्राप्त संगठन के सचिव।

डी–उप निदेशक शिक्षा बरेली।

ई–वरिष्ठ पुलिस अधीक्षक, युवा वयस्कों के लिए केन्द्रीय जेल।

(बी) गैर–सरकारी सदस्य

छह, राज्य सरकार द्वारा नियुक्त किये जायेंगे। इनमें से तीन जिला मजिस्ट्रेटै बरेली की सिफारिश पर नियुक्त किये जायेंगे, दो राज्य विधान सभा के सदस्यों में से चुने जायेंगे और एक जनता का व्यक्ति होगा।

2. गैर–सरकारी सदस्यों की नियुक्ति की अवधि तीन वर्ष होगी लेकिन वे पुनः नियुक्त किये जाने के पात्र होगें।

3. जिला एवं सत्र न्यायाधीश और अधीक्षक समिति के क्रमशः अध्यक्ष और सचिव होंगे। जिला एवं सत्र न्यायाधीश की अनुपस्थिति में उपस्थित वरिष्ठ सरकारी सदस्य अध्यक्ष के रूप कार्य करेगा और सभी अन्य सरकारी सदस्यों की अनुपस्थिति में युवा वयस्कों के लिए केन्द्रीय जेल का अधीक्षक अध्यक्ष के रूप में कार्य करेगा।

4– समिति की बैठक महीने में एक बार अधीक्षक द्वारा तय की गई तिथि पर होगी समिति की बैठक का कोरम चार होगा।

5– अनावश्यक रूप से अधीक्षक के अधिकार के साथ हस्तक्षेप किए बिना समिति के सदस्यों से युवा वयस्कों के केन्द्रीय जेल के प्रबंधन और उसमें समिति बन्दियों की शैक्षिक, व्यावसायिक और भौतिक प्रगति में सामान्य अभिरूचि आशा की जाएगी।

6– एक बंदी के किसी जेल अपराध के दोषी होने पर अधीक्षक उससे जेल मैनुअल के अध्याय 32 के उपबंधों के अनुसार व्यवहार करेगा। लेकिन यदि अधीक्षक को यह लगता है कि बंदी को अक्सर ऐसा या ऐसे अपराध करने के कारण या किसी अन्य पर्याप्त कारण से युवा वयस्कों के केन्द्रीय जेल से हटा दिया जाना चाहिए, तो वह मामले को समिति को भेज देगा। समिति यदि वह अधीक्षक के साथ सहमत हैं, तो महानिरीक्षक को बन्दी को एक निर्धारित अवधि के लिए केन्द्रीय जेल बरेली में हटा दिये जाने की सलाह देगी और महानिरीक्षक प्रत्येक मामले में ऐसे आदेश पारित करेगा जैसा वह उचित समझे।

नोट–1– यदि महानिरीक्षक समिति के साथ सहमत नहीं हैं और उसकी राय है कि बन्दी की स्थायी रूप से केन्द्रीय जेल बरेली या किसी अन्य केन्द्रीय जेल से हटा दिया जाना चाहिए तो वह आवश्यक आदेश पारित करेगा।

नोट–2– किसी भी बंदी को अध्याय 32 और ऊपर दिये गये नियम दोनों के अधीन एक ही अपराध के लिए दंडित नहीं किया जाएगा।

7– समिति मुक्ति के नियत सभी बन्दियों का निरीक्षण करेगी और ऐसी कार्यवाही करेगी, जो वह मुक्ति के बाद उन्हें अपराध में पुनः पड़ने से रोकने के नजरिये से उचित समझें। पच्चीस वर्ष के होने वाले बन्दियों के सम्बन्ध में समिति उनके रिकार्ड पर पूरा विचार करने के बाद पच्चीस वर्ष की आयु होने पर बन्दी की मुक्ति या युवा वयस्कों के लिए केन्द्रीय जेल में उसके प्रतिधारण्ए की सिफारिश करेगी। जब तक वह अधिकतम पच्चीस वर्ष का नहीं जो जाता या

यदि अधीक्षक की राय में से उसे युवा वयस्कों के लिए केन्द्रीय जेल में उसके प्रवास से काई लाभ नहीं हुआ है या होने की सम्भावना नहीं है तो उसकी सजा को पूरा करने के लिए उसका स्थानान्तरण केन्द्रीय जेल बरेली में कर देगा।

8–समिति और सदस्य बन्दियों को दिये जाने वाले प्रशिक्षण को देखने और अधीक्षक को ऐसे सुझाव देने के लिए जिन्हें वे उपयुक्त समझें समय–समय पर व्यक्तिगत रूप से युवा वयस्कों के लिए केन्द्रीय जेल में निरीक्षण करेंगे।

9– गैर–शासकीय सदस्यों के कार्यकाल की समाप्ति का दिनांक से तीन महीने पहले अधीक्षक महानिरीक्षक को सूचित करेगा, जो राज्य सरकार को सदस्यों के नाम और उनके कार्यकाल की समाप्ति का दिनांक रिपोर्ट करेगा और एक सदस्यां के नामांकन के लिए मांग करेगा।

10– अधीक्षक समिति के समक्ष युवा वयस्कों के लिए केन्द्रीय जेल के प्रबंधन और बंदियों के प्रशिक्षण के संदर्भ में अपने प्रस्ताव रखेगा, जिन पर उनकी राय या मार्गदर्शन आवश्यक या वांछनीय हो सकते हैं और उसको महानिरीक्षक से प्राप्त हुए ऐसे आदेशों और निर्देशों को समिति के ध्यान में लाएगा जो विषय इस समिति के दायरे में आते हैं।

11– अधीक्षक समिति के समक्ष युवा वयस्कों के लिए केन्द्रीय जेल की वार्षिक रिपोर्ट पेश करेगा और ऐसे अवलोकन को विचारण के लिए महानिरीक्षक के पास अग्रसारित करेगा जैसा समिति वर्ष के कार्य पर करना पसंद करेगी। युवा वयस्कों के लिए केन्द्रीय जेल बरेली के बंदियों को 15 अप्रैल से 15 अक्टूबर के बीच गर्मी के मौसम में खुले मे ंसोने की अनुमति दी जा सकती है बशर्तें उचित पहरेदार और वार्ड के इंतजाम किए गये हों और इस खाते पर कोई अतिरिक्त व्यय नहीं हुआ है।

परिशिष्ट 6

(कृपया प्रस्तर–1275 देखें)

जेल कार्यालय के लिए उनके प्रतिधारण समय के साथ निर्धारित रजिस्टरों की सूची

क्र0सं0	रजिस्टरों के नाम	प्रतिधारण की अवधि
1	सिद्धदोषियों के प्रवेश और मुक्ति का रजिस्टर	90 वर्ष
2	सिद्धदोषियों का वर्णमाला रजिस्टर	90 वर्ष
3	अपालों के विवरण का रजिस्टर	10 वर्ष
4	जेल अपीलो का रजिस्टर	10 वर्ष
5	मुक्ति की चेक तिथि का रजिस्टर	5 वर्ष
6	परिवीक्षा की तिथियों का रजिस्टर	20 वर्ष
7	मुक्ति का रजिस्टर	90 वर्ष
8	स्थानांतरण रजिस्टर	5 वर्ष
9	सिद्धदोषी अधिकारियों को रजिस्टर	2 वर्ष
10	पुनरीक्षण बोर्ड का रजिस्टर	10 वर्ष
11	बन्दियों की मूल्यवान संपत्तियों का रजिस्टर	25 वर्ष
12	विचाराधीन बन्दियों के प्रवेश और मुक्ति का रजिस्टर	90 वर्ष
13	विचाराधीन बन्दियों के वर्णमाला सूची का रजिस्टर	10 वर्ष
14	जिले के बाहर अदालतों में प्रस्तुति (चालान) का रजिस्टर	6 वर्ष
15	बन्दियों की मृत्यु का रजिस्टर	5 वर्ष
16	बन्दियों के पलायन का रजिस्टर	50 वर्ष
17	सिविल और निरूद्ध किये गये बंदियों (एनएसए आदि) का रजिस्टर	10 वर्ष
18	दैनिक जनसंख्या का रजिस्टर	2 वर्ष
19	आहार का रजिस्टर (पुरानी सं0 15)	6 वर्ष
20	जारी राशन का रजिस्टर (पुरानी सं0 44)	6 वर्ष
21	राशन के स्टॉक का रजिस्टर	10 वर्ष

22	एस0एम0आई0 दरों का रजिस्टर	10 वर्ष
23	नए कपड़े, बिस्तर और बर्तनों की स्टॉक पुस्तिका	10 वर्ष
24	पुराने कपड़ों, बिस्तर और बतैनों की स्टॉक पुस्तिका	5 वर्ष
25	जेल अस्पताल में भर्ती रोगियों का रजिस्टर	5 वर्ष
26	जेल अस्पताल में गैर–भर्ती रोगियों का रजिस्टर	5 वर्ष
27	बन्दियों की चोटों का रजिस्टर	2 वर्ष
28	जेल अस्पताल के बाहर भर्ती बंदियों का रजिस्टर	10 वर्ष
29	दवाओं की स्टॉक पुस्तिका	2 वर्ष
30	दवाओं की समाप्ति (एक्सपाइरी) की तारीख का रजिस्टर	5 वर्ष
31	अस्पताल को कपड़ों, बिस्तर के और बर्तनों का रजिस्टर	10 वर्ष
32	अस्पताल के उपकरणों और सम्पत्तियों का रजिस्टर	2 वर्ष
33	टीकाकरण का रजिस्टर	2 वर्ष
34	बंदियों से भेंट का रजिस्टर	2 वर्ष
35	विचाराधीन बंदियों की नकद जमा(एच0पी0डी0) का रजिस्टर	6 वर्ष
36	वार्डरों के कर्तव्यों का रजिस्टर	2 वर्ष
37	वार्डरों की वर्दी की स्टॉक पुस्तिका	10 वर्ष
38	दल पुस्तिका	2 वर्ष
39	दल वितरण का रजिस्टर	2 वर्ष
40	सिद्धदोषी अधिकारीयों के दैनिक कर्तव्यों का रजिस्टर	1 वर्ष
41	तालाबन्दी का रजिस्टर	2 वर्ष
42	रात के गश्तों की रिपोर्ट पुस्तिका	2 वर्ष
43	मुख्य दीवार पर गश्तों की रिपोर्ट पुस्तिका	1 वर्ष
44	रात्रि डयूटी मुख्य वार्डर का रजिस्टर	1 वर्ष
45	बंदियों के जेल दंड का रजिस्टर	6 वर्ष
46	स्थापना आदेश पुस्तिका	स्थायी
47	स्टाफ को दिये गये दंड का रजिस्टर	5 वर्ष

48	अधीक्षक की आदेश पुस्तिका	10 वर्ष
49	जेलर की रिपोर्ट पुस्तिका	10 वर्ष
50	चिकित्सा अधीक्षक की आदेश पुस्तिका	10 वर्ष
51	चिकित्सा अधिकारी की रिपोर्ट पुस्तिका	10 वर्ष
52	द्वार पुस्तिका	10 वर्ष
53	वाह्य दलों का रजिस्टर	1 वर्ष
54	मुख्य वार्डर की वाह्य दलों के दौरों का रजिस्टर	1 वर्ष
55	वार्डरों के प्रभार और रिलीफ का रजिस्टर	1 वर्ष
56	आरक्षित गोली बारूद का रजिस्टर	10 वर्ष
57	हथियारों की स्टॉक पुस्तिका	2 वर्ष
58	चेक, डिमांड ड्राफ्ट और लेखापूर्व परीक्षा के बिलों का रजिस्टर	5 वर्ष
59	कार्यों का रोकड़ बही	35 वर्ष
60	बंदियों के नकद जमा (पीसीडी) का रजिस्टर	35 वर्ष
61	जेल लेजर (पुरानी सं0 54)	35 वर्ष
62	जेल रोकड़ बही	35वर्ष
63	दैनिक नकद शेष रजिस्टर (पुरानी सं0 55)	5 वर्ष
64	बिलों का रजिस्टर	5 वर्ष
65	छोटे नकद भुगतान का रजिस्टर (पुरानी सं0 71)	5 वर्ष
66	सरकारी सम्पत्तियों का रजिस्टर	5 वर्ष
67	स्टेशन डाक पुस्तिका	2 वर्ष
68	विविध वस्तुओं की स्टॉक पुस्तिका (पुरानी सं0 78)	10 वर्ष
69	रजिस्टरों का रजिस्टर	स्थायी
70	ताले और चाबियों का रजिस्टर	10 वर्ष
71	पत्रावलियों का रजिस्टर	10 वर्ष
72	लाइब्रेरी रजिस्टर	10वर्ष
73	पेड़ों का रजिस्टर	स्थायी

74	कृषि उत्पाद के भूखण्ड वार विवरण का रजिस्टर	10 वर्ष
75	कृषि की स्टॉक पुस्तिका	10 वर्ष
76	कृषि से लाभ और हानि का रजिस्टर	10 वर्ष
77	सब्जियों का रजिस्टर	2 वर्ष
78	वीक्षक रजिस्टर	10 वर्ष
79	कैंटीन का रजिस्टर	6 वर्ष
80	निर्माण सामग्री की स्टॉक पुस्तिका	10 वर्ष
81	बंदी के पत्रों का रजिस्टर	2 वर्ष
82	प्रभार सौंपने और ग्रहण करने का रजिस्टर	25 वर्ष
83	प्रतिभूति जमा राशि का रजिस्टर	35 वर्ष
84	बन्दियों की शैक्षिक प्रगति का रजिस्टर	2वर्ष
85	मवेशियों का रजिस्टर	10 वर्ष
86	मवेशियों के राश का रजिस्टर	6 वर्ष
87	वाह्य श्रम के लिए चुने गये सिद्धदोषियों का रजिस्टर	5 वर्ष

परिशिष्ट– 7

पत्र व्यवहारों के प्रतिधारण की अवधि

(प्रस्तर–1320 देखें)

विषय	प्रतिधारण की अवधि
1. सरकार के साथ पत्र व्यवहार	केवल महत्वपूर्ण पत्रों को स्थायी रूप से रखा जाए अन्य कागजातों को पत्र की प्रकृति और विषय के अनुसार नष्ट कर दिया जाएगा, लेकिन किसी मामले में दो वर्ष से पहले नहीं।
2. परिपत्र फाइलें.....	स्थायी रूप से
3. पलायन जब बंदी पकड़ा न गय हो।	पैंतीस वर्ष
4. मैदानों का अधिग्रहण और किराये पर लिया जाना।	पैतीस वर्ष
5. रू0 1,00,000 से कम लागत वाले मूल कार्य।	दस वर्ष
6. पेंशन....	पैतीस वर्ष
7. बजट अनुमान.....	दस वर्ष
8. रू0 1,00,000 से कम लागत वाले मूल कार्य।	पॉच वर्ष
9. अपराधी मानसिक रोगी.....	पॉच वर्ष
10. मुक्तियॉ.....	पॉच वर्ष
11. अधिकारों और वार्डरों को दंड।	पैतीस वर्ष
12. बर्खास्तगी और इस्तीफें.....	दस वर्ष
13. कारखानें.....	पॉच वर्ष (ऑडिट के बाद)
14. लेखा.....	तदैव
15. मरम्मत	तदैव

किसी भी अन्य विषय पर जो ऊपर नहीं दिया गया है, पत्र व्यवहार के मामले में प्रतिधारण की सामान्य अवधि दो वर्ष होगी? जब तक अधीक्षक द्वारा अन्यथा आदेश न दिया गया हो। किसी भी फाइल को नष्ट कर दिये जाने से पहले उसमें निहित कागजातों की जॉच की जाएगी और उसके नाश के लिए अधीक्षक के आदेश जेलर की रिपोर्ट बुक में प्राप्त किये जाएंगे। अधीक्षक, यदि वह आवश्यक समझे तो किसी भी फाइल को और लंबी अवधि तक रखने का

आदेश देगा।

परिशिष्ट 8

जेल कार्यालय द्वारा प्रस्तुत की जाने वाली विवरणियों, रिर्पोटों और मांगपत्रों की सूची

(प्रस्तर–1327 देखें)

क0सं0	विवरण	जमा करने की तिथि	किसको जमा करना है	टिप्पणियॉ
1	2	3	4	5
साप्ताहिक रिपोर्ट				
1	मृत्युदंड पाने वाले सिद्धदोषियों के विवरण	प्रत्येक सोमवार	महानिरीक्षक	बंदी जेलों से
मासिक वापसी				
1	अधीक्षकों की मासिक पत्रिका	1	महानिरीक्षक	सभी जेलों से
2	जेल आबादी का मासिक विवरण	1	महानिरीक्षक	तदैव
3	विदेशी राष्ट्रीयता के बन्दियों का विवरण	3	उप–महानिरीक्षक	तदैव
4	आरपीसी की धाराओं 436(1) और 436(ए) के प्रावधानों में समाविष्ट किया गए विचाराधीन बंदी की जानकारी	3	उप–महानिरीक्षक	तदैव
5	आतंकवाद विरोधी कानूनों के अधीन विरूद्ध किये गये बन्दियों का विवरण	3	उप–महानिरीक्षक	तदैव
6	जेलों में निरूद्ध पुलिस और जेलों के अधिकारियों और कर्मचारियों के विवरण	3	उप–महानिरीक्षक	तदैव
7	उन सिद्धदोषियों की सूची जिन्होंने पैरोल छोड़ा है।	3	उप–महानिरीक्षक	तदैव
8	लोक अदालत के बारे में जानकारी	3	उप–महानिरीक्षक	तदैव
9	बन्दियों को कानूनी सहायता के बारे में जानकारी।	3	उप–महानिरीक्षक	तदैव
10	कारखानों की रसीदों और व्ययों का ज्ञापन पत्र।	5	महानिरीक्षक	तदैव
11	कच्चे माल से सम्बन्धित वापसी	5	महानिरीक्षक	तदैव
12	प्रत्येक कारखाने में उत्पान से सम्बन्धित वापसी।	5	महानिरीक्षक	तदैव
13	बी0एम0 4 (व्यय से सम्बन्धित वापसी)	5	महानिरीक्षक	तदैव
14	बी0एम0 5 (लम्बित ऋण से सम्बन्धित वापसी)	5	महानिरीक्षक	तदैव
15	फार्म नं0 134 में जेल के कारागार विभाग को जेल कारखानों से आपूर्ति किये गये माल की लागत के समायोजन का ज्ञापन पत्र	10	महानिरीक्षक	तदैव

त्रैमासिक वापसी				
1	बन्दियों की शिक्षा पर रिपोर्ट।	जनवरी का पहला सप्ताह, अप्रैल कापहला सप्ताह, जुलाई का पहला सप्ताह और अक्टूबर का पहला सप्ताह	उप–महानिरीक्षक	
2	मृत्युदंड पाने वाले सिद्धदोषियों से सम्बन्धित विवरण रिपोर्ट	जनवरी का पहला सप्ताह अप्रैल का पहला सप्ताह जुलाई का पहला सप्ताह और अक्टूबर का पहला सप्ताह	उप–महानिरीक्षक	
3	मानसिक रूप से बीमार बन्दियों से सम्बन्धित विवरण रिपोर्ट	जनवरी का पहला सप्ताह अप्रैल का पहला सप्ताह जुलाई का पहला सप्ताह और अक्टूबर का पहला सप्ताह	उप–महानिरीक्षक	
4	बाहर के अस्पतालों में भर्ती कराये गये बन्दियों से सम्बन्धित विवरण रिपोर्ट	जनवरी का पहला सप्ताह अप्रैल का पहला सप्ताह जुलाई का पहला सप्ताह और अक्टूबर का पहला सप्ताह	उप–महानिरीक्षक	

अर्द्धवार्षिक वापसी				
1	उत्पादित फसलों की मात्रा और मूल्य दर्शाती रिपोर्ट	5 वीं अप्रैल और अक्टूबर	उप–महानिरीक्षक	
2	कृषि में लाभ और नुकसान के संबंध में रिपोर्ट	5 वीं अप्रैल और अक्टूबर	उप–महानिरीक्षक	
3	पीडितों का मुआवजा	अप्रैल और अक्टूबर का पहला सप्ताह	उप–महानिरीक्षक	
4	अर्द्धवार्षिक सांख्यिकी	जनवरी और जुलाई का पहला सप्ताह	उप–महानिरीक्षक	
5	राष्ट्रीय मानव अधिकार आयोग द्वारा नियत प्रोफार्मा पर बंदियों की मेडिकल जांच के संबंध में रिपोर्ट।	जनवरी और जुलाई का पहला सप्ताह	उप–महानिरीक्षक	

वार्षिक वापसी				
1	वार्षिक रिपोर्ट			
2	सेवा पुस्तिका के आधार पर रिपोर्ट			
3	अधिकारी की गोपनीय रिपोर्ट			
4	फैक्टरी स्टोर खाते की वापसी			
5	लक्ष्य अभ्यास रिपोर्ट			
6	नोट–बुकों के रख–रखाव का रिपोर्ट			
7	अभिलेखों की छंटाई पर रिपोर्ट			
8	स्थायी अग्रिम की रिपोर्ट			
9	दुर्बलता के कारण मुक्ति के लिए अनुशांसित बुजुर्ग और दुर्बल सिद्धदोषियों			

	के विवरण।			
10	बजट अनुमान			
11	पेड़ों के सत्यापन पर रिपोर्ट			

मांगपत्र

1	हथियार और गोला बारूद	1 मई	उप–महानिरीक्षक	
2	बन्दियों के लिए चादर सहित सूती कपड़े	1 मई	उप–महानिरीक्षक	
3	बन्दियों के लिए ऊनी कपड़े	1 मई	उप–महानिरीक्षक	
4	पीतल के कप और प्लेट	1 मई	उप–महानिरीक्षक	

परिशिष्ट 9

कारखानों के रजिस्टरों और प्रपत्रों की सूची

(प्रस्तर–1277)

ए–भण्डारपाल के रजिस्टर

टिप्पणियॉ

एफ	1.	आपूर्तिकर्ताओं पर मांगपत्र.....	मांगपत्र के लिए आपूर्तिकर्ता की रसीद प्राप्त करनी चाहिए
एफ	2.	आपूर्तिकर्ता का चालन....	आपूर्तिकर्ताओं को निःशुल्क दिया जाएगा
एफ	3.	सामग्रियों की दैनिक खरीदारी का रजिस्टर	
एफ	4.	सामग्रियों की स्टॉक बुक.....	एक वर्णमाला सूचकांक बनाए रखा जाना चाहिए माल की कीमत की गणना, पिछली तिमाहियों से आगे लायी मात्राओं और कीमतों में वर्तमान तिमाही की खरीदारी की कीमतों को जोड़कर पहुँचे औसत दर से की जानी चाहिए।
एफ	5.	निर्मित वस्तुओं की स्टॉक बुक	अलग–अलग पन्नों पर विभिन्न वर्गों के ग्राहकों के लिए अलग–अलग दरों पर मूल्य स्थिर किये हुए निर्मित वस्तुओं के लिए अलग–अलग खातें बनाए रखे जाने चाहिए
एफ	6.	वस्तुओं की दैनिक बिक्री का रजिस्टर	
एफ	7.	उधार पर बेची गई वस्तुओं के रसीद वाउचर।	
एफ	8.	बकाया ऋण और अग्रिम का रजिस्टर	
एफ	9.	आपूर्ति किये गये सामान का बिल।	मासिक रूप से बकाया निकाला जाना चाहिए।
एफ	10.	जेलों में आपूर्तियों के लिये चालान ।	

एफ	11.	सरकारी विभागों में आपूर्तियों के लिए चालान	
एफ	12.	बकाया ऋण और अग्रिमों की सूची	
एफ	13.	नकद रसीद बुक.....	प्राप्त किये जाने वाले सभी धन की रसीदे तैयार की जानी चाहिए और ग्राहकों को दी चाहिए।
एफ	14.	करखाने की नकदी–बही	उन तिथियों की, जिन पर कोई लेन–देन न हुआ हो प्रविष्टियॉ आवश्यक नहीं हैं।
एफ	15.	सामान्य खाता बही	
एफ	16.	(हटाया गया)	
एफ	17.	अनुमानों की बुक	
एफ	18.	मूल्य सूची.....	मूल्यों में बदलाव अधीक्षक द्वारा मूल्य सूची पर मंजूर और हस्ताक्षरित और दिनांकित किये जाने चाहिए।
एफ	19.	भंडारपाल को भंडारों के लिए माल निकालने का अधिकार	
एफ	20.	यूपी जेल डिपो लखनऊ में आपूर्ति की जाने वाली वस्तुओं के खाते की दिखाता विवरण	
बी–कारखाने के अधिकारियों के रजिस्टर			
एफ	21.	कारखानों का श्रम वितरण रजिस्टर	

एफ	22.	हटाया गया	
एफ	23.	भंडारपाल पर मांगपत्र.....	
एफ	24.	भंडार से निकाली गई और कारखाने में प्राप्त हुई सामग्री	

		का रजिस्टर	
एफ	25.	उत्पादन की प्रक्रिया में सामग्री की स्टॉक बुक	स्टॉक अधीक्षक द्वारा एक चौथाई में
एफ	26.	नुकसान की अनुसूची	एक बार सत्यापित किया जाना चाहिए।
एफ	27.	भंडारे में भेजे गए माल का रजिस्टर	अधीक्षक भंडारे में भेजे गये माल का माल के कम से कम 10 प्रतिशत का वनज सत्यापित करेगा।
एफ	28.	कारखाने की आर्डर बुक	
एफ	29.	कारखाने की आर्डर स्लिप	
	30.	कारखानों में रखी मशीनों और उपकरणों की सूची	

नोट–1– केवल सं0 3, 4, 5, 6, 6, 32 और 34 के मामले को छोड़कर जिन्हें दस साल के लिए रखा जाएगा, कारखाने के सभी रजिस्टरों और अभिलेखों के प्रतिधारण की अवधि लेखा परीक्षा हो जाने के बाद पांच वर्ष की होगी।

नोट–2– कारखाने के प्रपत्र सं0 1, 2, 3, 15, 26 और 30 का उपयोग जेल और वर्क्स के खातों के लिए भी किया जाएगा।

परिशिष्ट 10

जेल कारखानों के प्रबंधन के लिए नियम

(प्रस्तर–829)

जेल के कारखानों के प्रबंध, निम्नलिखित नियमों से विनियमित होता है :–

(1) किसी कारखानों में कोई कार्य तब तक प्रारम्भ नहीं किया जाएगा जब तक कोई आर्डर पहले से रजिस्ट्रीकृत न किया गया हो। या उस सामान पर भी लागू होता है जो स्टॉक के लिए अपेक्षित हो या जेल में बनी सामग्री से बनाया जाय जैसे जेल की भूमि पर पेड़ों की लकड़ी।

(2) जब अधीक्षक ने अधिक सामान मंगाया हो तो वह उसे कारखाने की दुकानों के लिए कई भागों में भेजेगा, जिससे कार्य उचित समय के भीतर हो जाय और इसमें साधरणतया तीन मास से अधिक नहीं लगेंगे। ऐसे सामान के लिए जो केवल स्टॉक के लिए हो, बड़े आर्डर बुक नहीं किये जायेंगे।

(3) समस्त सामग्री की खरीद महानिरीक्षक द्वारा नियंत्रित होगी जो निदेशक, उद्योग के परामर्श पर कार्य करेगा। अधीक्षक स्थानीय रूप से उस सामान को खरीदेगा जिसके लिए राज्य आधार पर प्रबंध न किया गया हो।

(4) संपूर्ति करने वालों को संपूर्ति किये गये सामान के साथ विहित प्रपत्र पर दो प्रतियों से चालान प्रस्तुत करना आवश्यक होगा जिसमें सामान की संख्या या तौल और दी गयी होंगी। मूल चालान जिस परसंपूर्ति करने वाले हस्ताक्षर होंगे, जेल के कार्यालय में रखा जाएगा और उसकी एक प्रति सम्बद्ध अधिकारी द्वारा रसीद के रूप में हस्ताक्षरित करके संपूर्ति करने वाले को लौटा दी जायेगी।

(5) अन्य विभागों से प्राप्त सामान को पूरी बाजारी कीमत कारखाने के रजिस्टरों में अभिलिखित की जायेगी।

(6) महानिरीक्षक की विशेष अनुमति के बिना जेलां में मजदूरी पद्धति पर कार्य किये जाने की अनुमति नहीं दी जायेगी। जब किसी सरकारी विभाग के लिए कार्या इस पद्धति पर स्वीकार किया जाय अर्थात जब सामान अन्य विभाग द्वारा दिया जाय और जेल केवल श्रम का ही व्यय ले तो प्राप्त सामान का परिणाम उपयुक्त रजिस्टर में अलग पृष्ठों पर लिखा जायेगा और मूल्य का स्तम्भ खाली छोड़ दिया जायेगा। कारखानों की पुस्तिकाओं में भी सामान के निस्तारण का विवरण एक अलग पृष्ठ पर दिखाया जायेगा। जिस पर ''मजदूरी पर कार्य'' अंकित होगा। बंदियों की सहकारी समितियां हालांकि महानिरीक्षक के नियंत्रण के अधीन उजरत पद्धति पर सरकारी

विभागों या किसी भी गैर सरकारी एजेंसी से ऑडर स्वीकार कर सकती है। सहकारी समिति और ऐसी गैर

सरकारी एजेंसी के बीच व्यापार की शर्तों को विस्तारपूर्वक प्रस्तुत करते हुए एक समझौता ज्ञापन पत्र स्वीकार किया जाएगा। स्थान का किरया, उपकरण और संयंत्र और जेल द्वारा किए गये अन्य वस्तुओं के ऐसे उत्पादन पर व्यय ऐसी एजेंसियों द्वारा देय होगा। बन्दियों को श्रम की लागत के अतिरिक्त, उजरत पद्धति पर एक निश्चित राशि जेल और सहकारी समिति को क्रमशः आंकलित की जानी चाहिए। जेल का देय धन अन्य सरकारी विभाग के मामलें में महानिरीक्षक द्वारा मॉफ किया जा सकता है।

(7) अधीक्षक, महानिरीक्षक की अनुज्ञा से ठेकेदारों से उजरत पद्धति (Piece Price) पर सरकारी, अर्ध–सरकारी विभाग और निजी व्यक्तियों से आर्डर स्वीकार कर सकता है अर्थात जब ठेकेदार कच्चा माल दे और निर्मित वस्तुओं की मजदूरी का भुगतान प्रति नग (by the Price) उजरत करें।

(8) यदि कोई भी निजी व्यक्ति/उद्यमी अपने ऑडर की सुविधा के लिए जेल कोई भी मशीनरी या समनुक्रम स्थापित करना चाहता है, तो इसके लिए महानिरीक्षक द्वारी अनुमति दी जा सकती ।

(9) तात्कालिक आवश्यकताओं को पूरा करने के लिए ही स्टोरकीपर से सामान की मांग की जायेगी और किसी भी दशा में एक सप्ताह के उपभोग से अधिक की मांग नहीं की जायेगी। कारखानों में सामान इकठ्ठा करना निषिद्ध है।

(10) निर्माण की प्रक्रिया में होने वाली वास्तविक हानि कारखानों के रजिस्टरों में दिखाई जायेगी और जब कभी हानियों की अनुसूची में दी गयी दरों से यह हानि अधिक हो तो अधीक्षक की लिखित स्वीकृति ली जायेगी।

(11) केन्द्रीय कारागार में अधिशासी अधिकारी और जिला जेलों में जेलरों या डिप्टी जेल निर्माण विभागों के प्रभारी होंगे। यथासंभव, कारखानों के कार्यो का वितरण और रजिस्टरों को इस प्रकार व्यवस्थित जायेगा कि निर्माण विभाग से संबंधित रस्टिर, स्टोर के प्रभारी अधिकारियों द्वारा न रखा जाय।

(12) जेलर, फैक्ट्रियों से स्टोर के भेजे गये सभी निर्मित सामान की तौल को वास्तव में तौलकर प्रमाणित करेगा और स्टोर में भेजे गये सामान की पूंजी में की जाने वाली प्रविष्टियायें को सही होने के लिए उत्तरदायी होगा।

(13) जेलर यह देखेगा कि स्टोर–कीपर दाखिला के समय स्टोर में लेने के लिए गमन की गई प्रत्येक उत्पादित वस्तु के लिए रजिस्टर के सही स्तम्भ में हस्ताक्षर करे और कारखानें का अधिकारी दाखिला के समय खराब पाई गई और उसे लौटाई गई प्रत्येक वस्तुत के लिए सही स्तम्भ में हस्ताक्षर करें।

(14) जेल विभाग में उपयोग के लिए बनाई गई वस्तुओं के लिए मजदूरी या लाभ के लिए कारखानें के लेखे में कोई धनराशि जमा के रूप में नहीं दिखाई जायेगी। वह धनराशि जमा के रूप में दिखाई जायेगी जो जमा का मूल्य हो जिनमें हानियां तथा ऐसे प्रासंगिक व्यय सम्मिलित किये जायेंगे जो निर्माण की प्रक्रिया में वास्तव में हुए हों। यह नियम जेल भवन के अनुदानों में से नामे डाले जाने वाले व्यय पर भी लागू होगा। अन्य राज्यों के जेलों को संपूर्ति की गई वस्तुओं का विक्रय मूल्य, अन्य सरकारी विभागों के लिए निश्चित दरों पर लगाया जायेगा।

(15) जेल अधिकारी विक्रय मूल्य को निर्धारित कर सके इसके लिए प्रत्येक जेल के कारखानों में एक अनुमान पुस्तिका रखी जायेगी, जिसमें निर्मित वस्तुओं की प्रत्येक किस्म के लिए निम्नलिखित के सम्बन्ध में पूरा ब्यौरा लिख जायेगा.....

(ए) समग्री का मूल्य (अर्थात उस समय बाजार में प्रचलित मूल्य)

(बी) मजदूरी की अनुमानित लागत

(सी) उपकरणों की टूट–फूट का प्रतिशत और (ए) (बी) के योग पर लगाये गये लाभ का प्रतिशत।

(ए) मजदूरी की अनुमानित लागत के स्तम्भ में उसी प्रकार के कार्य के लिए बाहरी श्रमिकों द्वारा ली जाने वाली मजदूरी लिखी जायेगी, न कि काम पर रखे गये बंदियों को मजदूरी जिसकी गणना स्वेच्छा से निश्चित दैनिक दर से की गई हो। दूसरे शब्दों में कारागार श्रम का मूल्य–निर्धारण वास्तविक कार्य के आधार पर किया जायेगा जो बाहरी श्रम की बाजारी कीमत के बराबर होगा। उदाहरण के लिए कपड़े का मूल्य निर्धारित करने में दिये गये सूत के परिमाणन का कपड़ा बुनने में, मक्फ्त रूप से कपड़ा बुनने वाले की साधारण मजदूरी स्थानीय बाजार तहसील या उद्योग निदेश, उत्तर प्रदेश द्वारा सुनिश्चित की जानी चाहिए और तब तक काम पर रखे गये वास्तविक बंदियों की संख्या या उनके दैनिक कार्य का संदर्भ लिए बिना उसे मजदूरी के मूल्य के रूप में लिया जाना चाहिए।

(बी) लाभ 12 $^{1/2}$ प्रतिशत की दर से लगाया जायेगा। उत्तर प्रदेश सरकार के विभागों को फुटकर मूल्य में 6. 5 $^{1/2}$प्रतिशत या एक रूपये में एक आने की छूट दी जायेगी और केन्द्रीय सरकार के तथा अन्य राज्य सरकारें के विभागों को एक रूपये में 8 पाईयों की छूट दी जायेगी। जनता से जिसमें थोक या फुटकर व्यापारी सम्मिलित है, रू0 10,000.00 उससे अधिक या एक ही प्रकार या एक ही वर्ग की वस्तुओं के आर्डर मिलने की दशा में महानिरीक्षक के विवेकानुसार 6$^{1/4}$प्रतिशत की छूट दी जा सकती है।

(16) निश्चित मूल्य निम्नलिखित शर्तों के अधीन अधीन होंगे, अर्थात

(1) सरकारी विभागों के लिए निर्मित वस्तुओं के लिए मूल्य किसी भी दशा में बाजारी मूल्य से अधिक न होगा।

(2) जनता को बेचे जाने वाले सामान के लिए मूल्य किसी भी दशा में उसी प्रकार की वस्तुओं के बाजारी मूल्य से कम न होगा किन्तु प्रतिबन्ध यह है कि महानिरीक्षक जेल के कारखानों में निर्मित ऊनी और सूती कपड़े तथा अन्य सामान की डिजाईनों और आकार के मानक, स्थिर कर सकता है और उन दरों को भी निश्चित कर सकता है जिन पर वे वस्तुयें राज्य भर में बेची जायेंगी।

(17) प्रत्येक जेल के कारखाने में एक मूल्य सूची रखी जायेगी जो अनुमान पुस्तिका पर आधारित होगी। वह प्रत्येक वर्ष, 1 अप्रैल को तैयार की जायेगी और आवश्यकतानुसार समय पर पुनरीक्षित की जायेगी, परन्तु यदि किसी वस्तु के मूल्य में एक रूपए में छह पैसे से कम भिन्नता हो तो निश्चित किया गया मूल्य अगले वर्ष 1 अप्रैल तक पुनरीक्षित नहीं किया जाएगा।

(18) जब किसी वस्तु का मूल्य बदला जाए तो वह मौजूदा सामान के स्टॉक पर भी लागू होगा चाहें प्रयोग में आने वाला समान सस्ती दर पर खरीदा गया हो या मंहगी दर पर।

(19) ऐसी वस्तुओं का मूल्य जिनके लिए कच्चा माल राज्य के आधार पर खरीदा गया हो यथासंभव सभी जेलों के लिए एक ही होगा। ऐसी वस्तुओं का मूल्य जिनकी डिजाईन और निर्माण के ब्यौरे स्थिर किया जा सके, जेल उद्योगों के निदेशक द्वारा निश्चित किया जायेगा और उसे स्वीकार करने के लिए जेलों में परिचालित कर दिया जायेगा।

(20) जनता से मिलने वाले बड़े आर्डर जो तीन मास के भीतर पूरे किये जा सकें, सदैव इस प्रतिबन्ध के साथ लिए जाने चाहिए कि निश्चित मूल्य तीन मास से अधिक के लिए लागू नहीं रहेगा और जो संपूर्ति उस अवधि के पश्चात की जायेगी उसका मूल्य आवश्यकता पड़े पर बदला जा सकेगा।

(21) प्रत्येक वर्ष अप्रैल के समाप्त होने के पूर्व अधीक्षक जेल उद्योगों के निदेशक को उन वस्तुओं की एक सूची भेजेगा जो दो वर्षों से अधिक समय से स्टॉक में पड़ी हों और स्टॉक से माल निकालने के लिए उसकी दरों में जितनी कमी करना आवश्यक समझे उसके लिए लिखेगा।

(22) ऐसे तैयार माल का मूल्य जिसे निर्माण की प्रक्रिया में क्षति पहुँची अधीक्षक द्वारा इस बात का ख्याल रखते हुए निश्चित किया जायेगा कि उसे कितनी क्षति पहुँची और जिन परिस्थितियों में मूल्य कम किया गया हो उन्हें वह स्टॉक पुस्तिका में अपने हाथ से लिखेगा।

(23) अधीक्षक स्टॉक के किसी सामान या किसी वर्ग के सामान का मूल्य जेल उद्योगों के निदेशक से स्वीकृति लेकर उस समय कम कर समता है जब बाजार की दरों में गिरावट होने से या स्टॉक से माल निकालने के लिए या किसी अन्य कारण से ऐसा कराना आवश्यक हो जाय।

(24) जब अधीक्षक मूल्य सूची में दिये गये मूल्य से कम मूल्य पर किसी सामान के विक्रय की स्वीकृति दे तो वह विक्रय की दैनिक पुस्तिका में एक टिप्पणी लिखेगा।

(25) 1000.00 रूपये से अधिक का मूल्य का आर्डर लेने से पूर्व सभी ग्राहकों से मूल्य का कम से कम 25 प्रतिशत अग्रिम लिया जायेगा।

परिशिष्ट–11

(कृपया पैरा–1315 देखिए)

जेलों से उत्तर प्रदेश जेल डिपो, लखनऊ को माल भेजे जाने वाले और उनका लेखा रखे जाने के लिए नियम

(1) उत्तर प्रदेश जेल डिपो से भेजे गये सभी आर्डरों की प्राप्ति जेल द्वारा उनके प्राप्त होने तीन दिनों के भीत अभिस्वीकृत की जानी चाहिए और उस समय की सूचना दी जानी चाहिए जब माल संपूर्ति की जायेगी। उन आर्डरों की दशा में जिनके लिए डिपो द्वारा अग्रिम लिया गया हो जेलों को अन्य कार्यों की तुलना में उन्हें वरीयता देनी चाहिए और उन्हें डिपो द्वारा निर्दिष्ट समय के भीतर पूरा किया जाना चाहिए।

(2) माल के लिए डिपो से प्राप्त आर्डरों के संपादन में अधीक्षक यह देखेन के लिए उत्तरदायी है कि तौल आकार और किस्म आदि के संबंध में दिये गये विशेष विवरणों का सावधानी से अनुसरण किया जाय और वस्तुओं की दिये गये समय के भीतर संपूर्ति की जाय।

(3) उन वस्तुओं को छोड़कर जिनके लिए डिपो ने विशेष रूप से आर्डर दिया हो अन्य वस्तुओं प्रबंधक से पहले परामर्श किये बिना नहीं भेजी जायेगी। प्रबंधक अनुरोध करने पर जेल को इस संबंध में परामर्श देगा कि डिपो को संपूर्ति किये जाने के लिए किस प्राकर का माल बनाया जाय।

(4) जब तक कोई अन्यथा अनुदेश न दिया गय हो सभी माल सुरक्षित रूप से पैक करके पहले से पूरा भुगतान करके साधारणतयः मालगाड़ी से रेलवे के दायित्व पर भेजा जायेगा।

(5) अधीक्षक, भेजी गयी वस्तुओं का चालान दो प्रतियों मे ंडिपो को भेजेगा। प्रबंधक एक प्रति यथाविधि प्रत्यांकित करके जेल को वापस कर देगा। जेल इन वाउचरों को एक अलग पत्रावली में रखेगा। चालान में पैंकिग आदि का व्यय नहीं लिखा जायेगा।

(6) डिपो को भेजी गयी वस्तुओं निर्मित माल की स्टॉक पुस्तिका मे ंउनके स्थान से उसी रजिस्टर में एक अलग लेखे में शीर्षक डिपो को भेजी गई वस्तुएं के अन्तर्गत संक्रमिक कर दी जायेंगी। डिपो से उनकी नकद बिक्री की सूचना मिलने पर वस्तुएं स्टॉक पुस्तिका से अन्तिम रूप से काट दी जायेगी और विक्रय रजिस्टर में जेल डिपो द्वारा नकद बिक्री के रूप में दिखाई जायेगी।

(7) प्रबंधक मार्च जून , सितम्बर और दिसम्बर के महीनों की 20 तारीख के पहले नगद बिक्री का वितरण दो प्रतियों में प्रत्येक जेल को भेजेगा, जिसमें पिछले तीन महीनों की बिक्री का ब्यौरा दिया जायेगा।

(8) डिपो से प्राप्त होने वाले पूर्व पैरा में निर्दिष्ट विवरण की एक प्रति अधीक्षक द्वारा अनुप्रमाणित करने बाद

त्रैमासिक विवरणी में संलग्न कर दी जायेगी जो उस उधार के समर्थन में होगी जो डिपो के माध्यम नकद बिक्री के लिये लिया गया है।

(9) मार्च, जून, सितम्बर और दिसम्बर की 7 तारीख को अधीक्षक डिपो के प्रबंधक को डिपो को संपूर्ति की गई उन वस्तुओं की एक सूची दो प्रतियों में भेजगा, जिनका उस समय तक हिसाब न हुआ हो। प्रबंधक बेची गई वस्तुओं के वसूल किये गये मूल्यों ाके दर्ज करके सूची की एक प्रति वापस कर देगा, कोई भिन्नता होने पर उसकी सूचना डिपो को शीघ्र दी जानी चाहिए।

(10) वे वस्तुएं जो एक वर्ष से न बिक्री हो संपूर्ति करने वाले जेल को वापस कर दी जायेगी। जेल उद्योग निदेशक किसी भी समय ऐसी वस्तुओं की वापसी का आदेश दे सकता है जो इनकी राय में डिपो में बिक न सकेगा।

(11) डिपो में विक्रय मूल्य वह होगा जेल द्वारा सूचित किया जाय और उसमें वह प्रतिशत जोड़ दिया जायेगा, जिसे महानिरीक्षक गाड़ी भाड़ा और किराया व्यय पूरा करने के लिए निश्चित करे। जेलों को लेखों की सूचना देते समय वसूल किया गया वास्तविक मूल्य लिया जायेगा और जेल इस प्रकार सूचित की गयी धनराशि को लेखों में जमा की ओर लिखेगा। उधार–बिक्री की दशा में डिपो मूल्य वसूल हो जाने पर उसकी सूचना जेल को देगा।

(12) जेल उद्योग निदेशक पर्याप्त कारण होने पर और अधीक्षक से परामर्श करके किसी भी जेल के विक्रय के लिए डिपो में प्राप्त किसी भी वस्तु का मूल्य कम कर सकता है।

(13) डिपो के लेखे का लेखा–परीक्षण विभागीय लेखा परीक्षण द्वारा वर्ष में एक बार या उससे भी कम अवधि में किया जायेगा।

(14) प्रबंधक, यथास्थिति तौल कर या गिन कर प्रत्येक तीन मास में एक बार उत्तर प्रदेश के जेल डिपो में कम से कम 33 प्रतिशत स्टॉक का इस प्रकार वास्तविक सत्यापन करने के लिए उत्तरदायी होगा कि सभी स्टॉक का प्रत्येक वर्ष कम से कम एक बार वास्तविक सतयापन हो जाय। वह अपने द्वारा किये गये वास्तविक सत्यापन के प्रतीकस्वरूप , स्टॉक पुस्तिका में हस्ताक्षर करेगा और अपनी रिपोर्ट–पुस्तिका जो इसी प्रयोजन के लिए रखी गयी हैं उसमें भी उस सत्यापन का परिणाम लिखेगा।

जेल उद्योग निदेशक भी प्रतिवर्ष जून तथा दिसम्बर के महीनों में डिपो की स्टाफ की जॉच करेगा।

(15) कारखाने का पत्र व्यवहार निम्नलिखित अनुभागों के अन्तर्गत वर्गीकृत किया जायेगा :

कारखाना ए सामान और स्टोर का क्रय सम्पूर्ति करने वालों से पत्र व्ययहार।

कारखाना बी कारखाने को आर्डर विक्रय ग्राहकों और लखनऊ के जेल डिपो से पत्र व्यवहार।

कारखाना डी लेखापरीक्षा की टिप्पणियां आदेश स्पष्टीकरण और वसूलियां।

काराखाना ई कारखाने का संगठन और सामानय विषय जिसमें सिद्धदोषियों की मजदूरी का भुगतान सम्मिलित है।

परिशिष्ट–12

(प्रस्तर–839 देखें)

श्रम का वर्गीकरण

(ए) कार्य प्रति दिन के अनुसार

1.	बुनाई (वीपिंग)	दो सूती कपड़े 70 सेमी चौड़ा, 18 मी फ्लाई शटल करघे मी हथकरघे पर
2.	शारीरिक श्रम द्वारा वार्पिग	4 बंदियों द्वारा 4वार्प, प्रत्येक 27 मी लम्बा
3.	कंबल उत्पादन	फ्लाई शट करघे पर 18 मी गुने 1.8 मी
4.	बोइंग ऊन	5 किलोग्राम
5.	भराई या सिकुड़न कंबल	2 कंबल
6.	पावरलूम के साथ बुनाई	50 मीटर
7.	भंडारण और तुलाई	प्रत्येक 50 किलोग्राम के 80 बैग यानि 42 क्विंटल
8.	तम्बू की बनाई	आधा तम्बू
9.	साबुन उद्योग	100 किलो साबुन
10.	ईट की बनाई	1000 ईटों की ढलाई
11.	सुर्खी कूटना	200 किलाग्राम
12.	मुद्रण	1500 पुल्स
13.	खाना पकाना	प्रत्येक 100 बंदियों के लिए 3 रसोइये, प्रत्येक 50 बंदियों के 1 रसोइया

(बी) समय के अनुसार (अर्थात लगातार काम के 8 घंटे)

(सी)

1.	पानी लाना
2.	पत्थर या मिट्टी उठाना
3.	राजगिरी और चुनाई का काम
4.	चूनापीसना

5.	टाइल बनाना	
6.	मिट्टी के बर्तन बनाना	
7.	आग के लिए लकड़ी काटना और चीरना	
8.	बढ़ई का काम	
9.	लोहार के काम	
10	प्रेस करने का काम	
11	रस्सी बनाना	
12	झाड़ू लगाना	

मध्यम

(ए) कार्य प्रति दिन के अनुसार

1.	कालीन की बुनाई	पहली गुणवत्ता अर्थात 20 धागे प्रति इंच के लिए.....1 इंच। दूसरी गुणवत्ता अर्थात 15 धागे प्रति के लिए.....2 इंच। तीसरी गुणवत्ता अर्थात 10 धागे प्रति के लिए.....3 इंच। एक बंदी चौड़ाई में 2 $^{1/2}$ फुट तक बुनाई कर सकता है।
2.	दरी की बुनाई	4 से 9 इंचगुना 2 फीट मात्रा के अनुसार धारीदार.....3′**X**3′ कांटेदार..... ..2′**X**3′ फूलदार..... .9′**X**2′ टेपेस्ट्री.....5′**X**2′
3.	बढ़ईगीरी	1 आधा बैंक वाल कुर्सी प्रति दिन या 1.2′ **X**3′ मेज तीन दिनों में
4.	टेप की बुनाई	नेवार 2′′ और 2.1/2′′.....80 फुट
5.	मनी बैग की बुनाई	1000 रूपए के सिक्के रख सकने वाला 1 बैक
6.	सिलाई	सूती कोट 5 या जॉघिया 8 या तिकोनिया 8 या लंगोट 20 या गमछा 25 या दोपियां, 40 या महिलाओं के लिए कुर्तियां 3 या सिद्धदोषी वार्डरों की सूट 4 या वार्डरों की वर्दियां 3 ।

7.	मनी बैग की बुनाई	1000 रूपए के सिक्के रख सकने वाला 1 बैक
8.	सिलाई	सूती कोट 5 या जॉघिया 8 या तिकोनिया 8 या लंगोट 20 या गमछा 25 या दोपियां, 40 या महिलाओं के लिए कुर्तियां 3 या सिद्धदोषी वार्डरों की सूट 4 या वार्डरों की वर्दियां 3 ।

(बी) समय के अनुसार (अर्थात लगातार काम के 8 घंटे)

1.	अनाज की सफाई
2.	चावल या दालों की छपाई
3.	अनाज को सूप से फटकना
4.	आटा छानना
5.	तम्बू बनाना
1.	कपड़ों की छपाई
2.	रंगाई
3.	चमड़े का काम
4.	टिन का काम
5.	बुक बाइंडिंग
6.	बढ़ई का काम
7.	बांस की टोकरी और लोहे का काम
8.	प्रत्येक 50 बंदियों के लिए बाल काटने वाले नाई को नियोजित किया जाना चाहिए
9.	बागवानी
10.	सफाई और पुताई
11.	लैम्पों की सफाई
12.	कपड़े धोने का काम

हल्का

(ए) कार्य प्रति दिन के अनुसार

1.	धागा या फाइबर ऐंठना	कॉटन यार्न 1 और आघा किलो।
2.	स्पिनिंग	ऊन 1 किलो, या खुलने वाले धागे का सूत 2 किलो
3.	कागज मोड़ना	300 शीट
4.	लिफाफे बनाना	बड़े 200 या छोटे 300

(बी) समय के अनुसार (अर्थात लगातार काम के 8 घंटे)

1.	बोबिन्स लपेटना
2.	अनाज या बीज छानना
3.	बांस को चीरना और साफ करना
4.	निराई और हल्की बागवानी
5.	सब्जियों को साफ करना
6.	झाड़ू लगाना

नोटः– कोई भी अन्य काम या उद्योग जिसका उल्लेख ऊपर नहीं किया गया है, उसकी श्रम की श्रेणी अधीक्षक द्वारा तय की जाएगी।

भाग दो

प्रोत्साहन का वर्गीकरण

कुशल	अर्ध–कुशल	अकुशल
पावर	बोइंग ऊन	भंडारण और तुलाई
वार्पिंग	भराई या सिकुड़न	सुर्खी कूटना
शटललूम	आग के लिए लकड़ी काटना और चीरना	सामान उठाना
राजगिरी और चुनाई का काम	कपड़े धोना	
बढई का काम	पेंटर	झाड़ू लगाना
लोहार	धागा या फाइबर ऐंठना	अनाज की सफाई
कार्डिंग	ऊन बनाना	चावल या दालों की छजाइ
कालीन की बुनाई	लिफाफे बनाना	अनाज को सूप से फटकन
दरी की बुनाई	दाल पकाना	आटा छानना
सिलाई	सब्जियां पाकना	कारखानों कामों, घरों अं अन्य गोदामों में सहायक
तम्बू बनाना	–	बागवानी
क्लास मुद्रण	–	कागज मोड़ना
रंगाई	–	बोबिन्स लपेटना
लेजर का काम	–	सब्जियों की सफाई
टिन का काम	–	कर्यालय के काम सहायक
बुक बाईडिंग	–	–
नाई	–	–
बेकर	–	–
स्प्रे पेंटर	–	–
फर्नीचर पॉलिश	–	–
फर्नीचर के लिए बांस बुनना	–	–

चपाती बेलना	–	–
चपाती सेंकना	–	–
कम्प्यूटर डेटा डालना और टाइपिस्ट	–	–
आटा चक्की ऑपरेटर	–	–
मसाला चक्की ऑपरेटर	–	–
नर्सिंग अर्दली	–	–
बंदी शिक्षक	–	–
साबुन डिटर्जेंट और फिनाइल	–	–
कपड़े पर प्रिटिंग	–	–
नेवाड़ बुनना	–	–

नोट– कोई भी अन्य काम या उद्योग जिसका उल्लेख ऊपर नहीं किया गया है उसकी श्रम की श्रेणी अधीक्षक द्वारा तय की जाएगी।

परिशिष्ट–13

उत्तर प्रदेश बंदी प्रोत्साहन सहायक नियम, 2010

जैसा कि बंदियों द्वारा किये गये श्रम और इस पर प्रोत्साहन राशि की निकासी और संवितरण का रिकार्ड रखने के लिए उत्तर प्रदेश जेल मैनुअल के प्रस्तर 888 की प्रावधानों में प्राविधानित है ये सहायक नियम तैयार किए जा रहे हैं।

1. इन नियमों को तत्काल प्रभाव से ''उत्तर प्रदेश बंदी प्रोत्साहन सहायक नियम 2010'' नामित किया जाएगा।
2. उत्तर प्रदेश बंदियों को पारिश्रमिक और पीड़ितो को मुआवजा भुगतान, 2005 में पारिश्रमिक, जिसका अर्थ बंदी द्वारा ऐसी मौद्रिक प्रोत्साहन राशि है, इसके बाद ''प्रोत्साहन'' बुलाया जाएगा, जो जेल अधीक्षक द्वारा इस कार्य के लिए अधिकृत अधिकारी द्वारा जेल में सौंपे गये श्रम के रूप में अर्जित किया जाता है के भुगतान प्रावधानित है।
3. बंदियों द्वारा किये गये श्रम और इस पर प्रोत्साहन राशि की निकासी संवितरण का रिकार्ड निम्नत होगा–

   (i) दल–पुस्तिका

   (ii) उपस्थिति और प्रोत्साहन राशि राजिस्टर
   (जेल मैनुअल के प्रस्तर 1294)

   (ii) प्रोत्साहन राशियों की खाता बही
   (जेल मैनुअल के प्रस्तर 55)

   (iv) बैक खातों का रजिस्टर

   (v) प्रोत्साहन राशि के लिए पासबुक
4. श्रम करने वाला बंदियों का प्रत्येक दल की अलग–अलग दल–पुस्तिका, उपस्थिति और प्रोत्साहन राशि रजिस्टर होंगे जिसे सभी प्रविष्टियों के विधिवत भरे जाने के बाद दल के प्रभारी वार्डर प्रभारी उप जेलर और जेलर हस्ताक्षरित करेंगे।
5. जेल यह सुनिश्चित करेगा कि जेल मैनुअल के प्रस्तर 1108 के प्रावधानों का अनुपालन हो रहा है और दल–पुस्तिका की प्रविष्टियां और उपस्थिति और प्रोत्साहन राशि रजिस्टर की प्रविष्टियां एक दूसरे के साथ मिलती है। जेलर यह भी सुनिश्चित करेगा कि केवल उन

बंदियों की उपस्थित चिन्हित किया जाए जिन्हें उस विशेष दिन पर आवंटित श्रम करते हैं।

6. श्रम करने वाले हर बंदी को एक पासबुक दी जाएगी जिसमें बंदी द्वारा अर्जित प्रोत्साहन राशि की प्रविष्टियां होंगी। इस प्रकार बनायी गयी पास बुक की जेल के लेखाकार द्वारा अपने हस्ताक्षर के अधीन नियमित रूप से बनाए रखा जाएगा और प्रविष्टियों को जेलर द्वारा विधिवत प्रतिहस्ताक्षरित किया जाएगा।

7. (ए) लेखाकार द्वारा उपस्थिति और प्रोत्साहन राशि के रजिस्टर के अनुसार बजट की उपलब्धता पर अगले महीने के पहले सप्ताह में प्रोत्साहन राशि के बिल कोषागार में प्रस्तुत करने के लिए जिम्मेदार होगा। इसके बाद इस प्रकार निकाली गयी प्रोत्साहन राशि के संवितरण की तदनुरूपी प्रविष्टियां अपने हस्ताक्षर के अधीन खाता बही और पास बुक में अभिलिखित करेगा। जेलर जेल मैनुअल के प्रस्तर 1174 के प्रावधानों के अनुसार और लेखाकार यह सुनिश्चित करेन के लिए जिम्मेदार होंगे कि खाता बही और पासबुक में प्रविष्टियां सही हैं। अद्यतन है और संबंधित बंदी द्वारा प्रतिहस्ताक्षरित है। कोषागार से प्रोत्साहन राशि की निकासी का एक नोटिस उपयुक्त स्थान पर प्रदर्शित किया जा सकता है। अधीक्षक इन नियमों के प्रस्तर–3 में उल्लिखित प्रोत्साहन के रिकार्ड के रख–रखाव के लिए एक अधिकारी नामित कर सकता है।

(बी) कोषागार से ऐसे निकाली गयी प्रोत्साहन राशि को ''बंदियों का प्रोत्साहन खाता'' के नाम से खोले गये एक बैंक खाते में जमा किया जाएगा और इन नियमों के प्रस्तर 3 में उल्लिखित बैंक खातों के रजिस्टर में जमा और निकासी का ब्यौरा दर्ज किया जाएगा। इस खाते को बंदियों के लिए प्रोत्साहन के अतिरिक्त अन्य किसी भी उद्देश्य के लिए संचालित नहीं किया जाएगा। इस खाते का संचालन अधीक्षक द्वारा अपने स्वयं के हस्ताक्षर और मुहर के अधीन किया जाएगा।

(सी) अधीक्षक, जेलर के अधीन नकदी के रूप में प्रोत्साहन की एक निश्चित राशि अत्यावश्यक में वितरण के लिए रखवायेगा। इस उद्देश्य के लिए केन्द्रीय जेल आमतौर पर रू0 30000 वर्ग ''ए'' ''बी'' और ''सी'' के जिला जेल क्रमशः रू0 20000, रू0 15000, रू0 10000 की राशि रख सकते हैं।

(डी) ''बंदियों का प्रोत्साहन खाता'' में उपार्जित ब्याज को बंदी कल्याण कोष में हस्तांनारित किया जाएगा।

(ई) बंदियों द्वारा ऐसी अर्जित प्रोत्साहन राशि को बंदियों की कैंटीन या किसी व्यक्ति जिसे वह चाहे, के माध्यम से अपनी आवश्यकताओं को पूरा करने के लिए आवेदन करने पर उसको भुगतान किया जाएगा। मुक्ति के समयबंदी को 500 रूपये से अनधिक एक राशि, नकद के रूप में और बाकी राशि उसकी सुविधा के अनुसार मनीआर्डर या किसी बैंक

साधन के माध्यम से भुगतान की जाएगी।

(एफ) जब प्रोत्साहन राशि के लिए बजट आसीन से उपलब्ध नहीं है तो इस आशय का प्रमाण पत्र लेखाकार द्वारा पासबुक पर दिया जाएगा। बजट की उपलब्धता पर जेलर और लेखाकार उसकी निकासी सुनिश्चित करेंगे और मुक्त किये गये बंदी को मनीआर्डर द्वारा प्रोत्साहन राशि भेजेगा। मनीआर्डर के लिए शुल्क बंदी की प्रोत्साहन राशि से चार्ज किया जाएगा।

8. अधीक्षक हर वित्तीय वर्ष के अंत में खाता बही और पासबुक को सालाना बंद करायेगा और शेष को आगे लायेगा। ऐसी प्रविष्टियों को अधीक्षक द्वारा प्रतिहस्ताक्षरित किया जाएगा।
9. किसी सिद्धदोषी की प्रोत्साहन राशि का खाता उसकी मुक्ति के लिए निर्धारित दिनांक से तीन दिन पहले बंद किया जाएगा ताकि मुक्ति के समय उसे भुगतान किया जा सके।
10. रेंज का उपमहानिरीक्षक अपने निरीक्षण पर यह देखेगा कि इन नियमों का पालन किया जा रहा है और अपनी टिप्पणियों को रिकॉर्ड करेगा।

परिशिष्ट–14

(प्रस्तर–2(21) देखें)

उत्तर प्रदेश बंदियों के पारिश्रमिक और पीड़ितों के मुआवजे का भुगतान, 2005

(I) इन नियमों को उत्तर प्रदेश बंदियों के पारिश्रमिक और पीड़ितों के मुआवजे के भुगतान, 2005 कहा जा सकता है।

(II) ये सरकारी राजपत्र में प्रकाशन की दिनांक से प्रभावी रूप से लागू होंगे।

2– इन नियमों में जब तक संदर्भ में अन्यथा अपेक्षित न हो–

(ए) ''पारिश्रमिक'' का तात्पर्य बंदी द्वारा अर्जित उस मौद्रिक प्रोत्साहन से है जो उसने उस अधिकारी द्वारा सौंपे गये श्रम के लिए अर्जित किये हों, जिसे अधीक्षक/वरिष्ठ जेल अधीक्षक द्वारा इस संबंध में अधिकृत किया गया है।

(बी) ''सामान्य कोष'' का तात्पर्य जेल के लिए बनाया गया उस कोष से है जिसे कारागार अधिनियम 1894 के धारा–36–ए (अधिनियम सं0 9) कारागार (उत्तर प्रदेश संशोधन) अधिनियम, 2002 (2002 के उत्तर प्रदेश अधिनियम सं0 16) के अधीन योग्य पीडितों को मुआवजे देने के उद्देश्य केक लिए दोषसिद्ध अपराधी बन्दियों द्वारा अर्जित पारिश्रमिक से कटौती करके बनाया गया है।

(सी) ''समिति'' का तात्पर्य उस समिति से है जिसे इन नियमों के निर्धारित नियम 6 के अधीन गठित किया गया है।

(डी) ''पीड़ित'' का तात्पर्य उस व्यक्ति से है जिस पर दोषसिद्ध अपराधी द्वारा अपराध किया गया था जिसके लिए ऐसा बंदी कारावास भुगत रहा है और इसमें पीड़ित के कानूनी वारिस भी शामिल है।

3– किसी भी जेल में श्रम के लिए कार्यरत और संतोषजनक ढंग से कार्य कर रहा प्रत्येक दोषसिद्ध

अपराधी बंदी राज्य सरकार द्वारा समय–समय पर अधिसूचित किये गये दर पर पारिश्रमिक पाने का हकदार होगा।

4– व्यय घटाने के बाद किसी जेल में बंदियों को देय पारिश्रमिक की राशि यदि नियम 5 के अनुसार कोई हो एक राष्ट्रीयता बैंक में इस उद्देश्य के लिए खोले गए खाते में जमा कर दी जाएगी। यह खाता अधीक्षक/वरिष्ठ अधीक्षक और जेल/वरिष्ठ जेलर द्वारा संयुक्त रूप से संचालित किया जाएगा। अधीक्षक/वरिष्ठ अधीक्षक इन नियमों के साथ संलग्न प्रपत्र ए में रजिस्टर में बंदियों द्वारा अर्जित पारिश्रमिक का खाता रखेगा।

5– (1) दोषसिद्ध अपराधी बंदी द्वारा अर्जित पारिश्रमिक में 15 प्रतिशत राशि काट ली जाएगी और बंदी द्वारा किये गये अपराध के हकदार पीड़ितों को दी जाएगी।

(।।) यदि उस बंदी द्वारा किये गये अपराध का कोई हकदार पीड़ित नहीं है या पीड़ित उप नियम–(1) में निर्दिष्ट राशि प्राप्त करने को तैयार नहीं है, तो वह दोषसिद्ध अपराधी बंदी को लौटा दी जाएगी।

(।।।) अपराधों के पीड़ित की, जहॉ अपराध किया गया था उस जिला के जिला मजिस्ट्रेट द्वारा पहचान की जाएगी।

(IV) राशि मनी आर्डर से समिति की संतुष्टि के अधीन पीड़ितों को जाएगी और मनी आर्डर का व्यय दोषसिद्ध अपराधी बंदी द्वारा वहन किया जाएगा।

(V) एक सामान्य कोष प्रत्येक जेल में रखा जाएगा।

(VI) प्रत्येक बंदी द्वारा अर्जित पारिश्रमिक और काटे गए व्यय का विवरण इन नियमों के साथ संलग्न प्रपत्र बी में एक रजिस्टर में रखा जाएगा।

6– किसी भी पड़ित को भुगतान की जाने वाली मुआवजे की राशि निर्धारित करने के लिए निम्नलिखित को मिला कर एक समिति गठित की जाएगी–

1. जिलाधिकारी– अध्यक्ष
2. वरिष्ठ अधीक्षक/अधीक्षक, पुलिस– सदस्य
3. वरिष्ठ अधीक्षक/अधीक्षक, जेल– सदस्य सचिव

7– समिति की एक तिमी के कम से कम एक बार बैठक होगी और उन मामलों का फैसला करेगी जिनकी जांच रिपोर्ट प्राप्त हो गयी है।

8– मुआवजा जैसा समिति द्वारा निर्धारित किया गया है संबंधित जेल के नियम 6 के अधीन गठित समिति द्वारा मुआवजो की राशि के निर्धारण की तिथि से 30 दिनों के भीतर नियम 5 के उप नियम (4) दिये गये के अनुसार मनीआर्डर द्वारा पीड़ित को दिया जाएगा।

परिशिष्ट–15

(प्रस्तर–2(6) देखें)

उत्तर प्रदेश बंदी (न्यायालयों में उपस्थिति) नियम 1956

गृह विभाग (जेल)

सं0 **4764/XXXII-841-1955**

लखनऊ दिनांक 28 दिसम्बर, 1995

इस विषय पर समस्त विभागों नियमों और आज्ञाओं को रद्द करते हुए बंदी (न्यायालयों में उपस्थिति) अधिनियम 1955 (1955 की अधिनियम संख्या 32) की धारा 9 के द्वारा प्रदत्त अधिकारों का प्रयोग करके उत्तर प्रदेश के राज्यपाल महोदय निम्नलिखित नियम बनाते हैं :–

1. ये नियम उत्तर प्रदेश (न्यायालयों में उपस्थिति) नियम 1956 कहलायेंगे और 1 जनवरी, 1956 से लागू होंगे।
2. इन नियमों में जब तक विषय प्रसंग में काई बात प्रतिकूल न हो–
   (i) 'अधिनियम' का तात्पर्य बंदी (न्यायालयों में उपस्थिति) अधिनियम 1955 से है।
   (ii) 'कारागार के अधीक्षक' का तात्पर्य कारागार के प्रभारी अधिकारी से है और
   (iii) 'राज्य सरकार' का तात्पर्य उत्तर प्रदेश सरकार से है।
3. धारा 3 के अधीन किसी आदेश के लिए प्रतिहस्ताक्षर प्राप्त करने की प्रक्रिया

   धारा 3 की उपधारा (3) के अधीन प्रतिहस्ताक्षर के लिए जिला मजिस्ट्रेट या जिला न्यायाधीश को प्रस्तुत किये गये किसी आदेश के साथ अधीनस्थ न्यायालय के पीठासीन अधिकारी के हस्ताक्षर से उन तथ्यों का विवरण रहेगा जिनके कारण उसकी राय मे आदेश आवश्यक हो और यथास्थिति जिला मजिस्ट्रेट या जिला न्यायाधीश जैसा मामला हो उस विवरण पर विचार करने के पश्चात आदेश पर प्रतिहस्ताक्षर कर सकता है या प्रतिहस्ताक्षर करना अस्वीकार कर सकता है।

4. **इस बात की घोषणा किस प्रकार की जायेगी कि कारागार में निरूद्ध कोई व्यक्ति हटाये जाने के योग्य नहीं है:–**

ज़ब कोई ऐसा व्यक्ति जिसका नाम धारा 3 के अधीन दिये गये किसी आदेश में दिया गया हो, धारा 6 में दिये गये कारणों से हटाये जाने के योग्य नही, तो उस कारागार का अधीक्षक जिसमें वह निरूध हो, उस जिला मजिस्टेट से आवेदन करेगा जिसके क्षेत्राधिकार की स्थानीय सीमा के भीतर जेल स्थित हो, और यदि वह मजिस्टेट अपने हस्ताक्षर से लिखकर, अपनी यह राय घोषित करे कि आदेश में नामित व्यक्ति, धारा 6 में उल्लिखित कारणों से हटाये जाने के योग्य नहीं है तो जेल का अधीक्षक आदेश का पालन नहीं करेगा और आदेश देने वाले न्यायालय को उसका पालन न करने के कारणों का विवरण भेजेगा ।

5. **किसी बन्दी पर कोई आदेशिका कैसे तामील की जाएगीः–** जब कोई आदेशिका, किसी जेल में निरूद्ध किसी व्यक्ति के लिये किसी दण्ड न्यायालय या सिविल न्यायालय द्वारा जारी की गई हो तो उसकी तामील, कारागार के अधीक्षक को मूल आदेशिका दिखाकर और उसकी प्रतिलिपि उसे देकर, कि जायेगी ।

6. **तामील की गई आदेशिका, बंदी की प्रार्थना भर भेजी जायेगीः–**

(1) कारागार का प्रत्येक अधीक्षक जिा पर नियमों के अधीन तामील की जाय, यथासम्भव शीघ्र आदेशिका की एक प्रति अपने पास जमा करा लोग जो उस व्यक्ति को दिखाई जायेगी और समझाई जायेगी, जिसके लिए वह हो और उसके बाद वह आदेशिका पर पृष्ठांकन करेगा और इस आशय के प्रमाण पत्र पर हस्ताक्षर करेगा कि उक्त व्यक्ति उसके प्रभार में कारागार में निरूद्ध है और आदेशिका की विषय वस्तु दिखा दी गई है और समझा दी गई है।

(2) उक्त प्रमाण पत्र, आदेशिका के तामील किये जाने का प्रत्यक्षतः प्रमाण होगा और यदि वह व्यक्ति जिसके लिए आदेशिक हो वह प्रार्थना पत्र करे कि उसे दिखाई और समझाई गई प्रति किसी अन्य व्यक्ति के पास भेज जी जाय और वह डाक से भेजे जाने का व्यय दे, तो जेल का अधीक्षक उसे भिजवा देगा।

7. **उन न्यायालयों को जिनमें बंदियों की उपस्थिति आवश्यक हो जाते समय या वहॉ से लौटते समय उनके अनुरक्षण और ऐसी उपस्थिति की अवधि में उनकी अभिरक्षा को नियमित करने के लिए प्रकियाः–** जिन न्यायालयों में बंदियों की उपस्थिति अपेक्षित हो वहॉ उन्हे ले जाने और वहॉ से वापिस लाने का कर्तव्य पुलिस द्वारा पूरा किया जायेगा।

8. साधारण अवसरों पर अनुरक्षण दल की संख्या निम्नलिखित तालिका के अनुसार होगी –

संख्या

बन्दियों की संख्या	कान्सटेबल	हेड कास्टेबल
1 से 3 बंदी एक तक	2	
4 ये 6 बंदी तक	3	
7 से 10 बंदी तक	4	1
11 से 15 बंदी तक	5	2
16 से 25 बंदी तक	8	2
26 से 50 बंदी तक	10	3

प्रतिबन्ध यह है कि जब विचाराधीन बंदी हथकड़ी पहनने से मुक्त कर दिये गये हों तो उनके अनुरक्षक दल मे प्रत्येक विचाराधीन बंदी के लिए दो कांस्टेबल होंगे और ऊपर दी गयी संख्या में हेड कांस्टेबल भी होंगे सिवाय उन यात्राओं के जो पुलिस की गाड़ियों में की जायं, जिनमें प्रतिबन्ध यह भी है

कि जब अनुरक्षक दल किसी कुख्यात अपराधी के लिए आवश्यक हो तो विशेष गार्ड जैसे विहित किया जाय, दी जायेगी।

9. बन्दियों को सड़क मार्ग द्वारा ले जाने में अनुरक्षक दल का कमान्डर–

(1) अपने प्रभार के सभी बन्दियों को एक साथ मिला कर रखेगा।

(2) अपने प्रभार की सभी पुलिस को इस क्रम से रखेगा कि वह बंदियों के चारों ओर उनसे कम से कम पांच कदम की दूरी रहें और वह अपने को तथा आधे दल को पीछे रखेगा।

(3) जब तक बिलकुल आवश्यक न हो और पहले से प्राधिकृत नहीं, रात को कभी यात्रा नहीं करेगा और

(4) यात्रायें इस प्रकार विनियमित करेगा कि यदि संभव हो तो बंदियों को रात में किसी हवालात में या पुलिस थाने के भीतर या किसी अन्य सुरक्षित स्थान पर रख सके।

10. रेल या सड़कमार्ग से यात्रा करते समय सिद्धदोष बंदियों की ओर विचाराधीन बंदियों की हथकड़ियां और बेड़ियां निम्नलिखित रूप से विनियमित की जायेगी।

ए–सिद्धदोष बंदी

(ए) हथकड़ियां–रेल या सड़क से यात्रा करते समय सिद्धदोष बंदियों को निम्नलिखित रूप में हथकड़ियां लगाई जायेगी।

1– उच्च श्रेणी में उन पुरूष बंदियों को जिन्हे दो वर्ष से अधिक का कठिन कारावास का दण्ड मिला हो, हथकड़ी लगाई जायेगी।

2– उच्च श्रेणी में अन्य बंदियों के तब तक हथकड़ियां नहीं लगाई जायेगी जब तक पुलिस अधीक्षक विशेष कारणों से जो अभिलिखित किये जायेंगे अन्यथा आदेश न दें।

3– साधारण श्रेणी के पुरूष बंदियों को सामान्यतः हथकड़ियां लगाई जायेंगी।

4– महिला बन्दियों को तब तक हथकड़ियों नहीं लगाई जायेंगी जब तक कि भागने हिंसा या आत्महत्या से बचाने के लिए ऐसा करना अनिवार्य न हो जहॉ ऐसे बंदियों के हथकड़ियों लगाई जांय वहॉ मुख्यालय के ज्येष्ठ पुलिस अधिकारी द्वारा उसके आचारण कारण अभिलिखित किये जायेंगे।

प्रतिबन्ध यह है कि किसी विशेष्ज्ञ बंदी या बंदियों के वर्ग के लिए हथकड़ियां लगाने के सम्बन्ध में राज्य सरकार द्वारा समय समय पर जारी किये गये किसी सामान्य या विशेष आदेश का अनुसरण किया जायेगा।

(बी) बेड़िया–

(1) उच्च श्रेणी के वे बंदी जिन्हें दो वर्ष से अनधिक कठिन वर्ष का कारावास मिला हो रेल या सड़कमार्ग से यात्रा करते समय जब तक न तो बेड़ी और न ही क्रास बार पहनेंगे जब तक कि पुसिल अधीक्षक विशेष कारणों से जो अभिलिखित किये जायेंगे उनमें से एक दोंनो के लिए न कहे। ऐसे बन्दियों को यदि वे चाहें तो मार्ग में अपने कपड़ें पहनने की अनुमति दी जा सकती है।

(2) रेल या सड़कमार्ग से यात्रा करते समय अन्य बंदी जिन्हें नीचे निर्दिष्ट अपराधों के लिए दोषी ठहराया गया हो बेड़ियां पहनेंगे और यादि जेल के अधीक्षक या पुलिस अधीक्षक आवश्यक समझे तो क्रास बार भी पहनेंगे।

भारतीय दण्ड संहिता की धारा 224, 225 बी, 302, 303, 304, 308ए, 392 से 402 तक के अधीन दण्डनीय अपराध।

(3) महिला बंदी बेड़ियां या क्रास बार नहीं पहनेंगे।

(4) जेल के अधीक्षक पुलिस रक्षक दल के लिए आवेदन करते समय अधियाचन में उस सिद्धदोष का नाम, अपराध दण्ड और वर्गीकरण लिखेगा जिसके लिए वह बेड़ी पहनने का प्रस्ताव न करें और जिसे निजी कपड़े पहनने की अनुमति दे दी गयी हो।

बी– विचाराधीन बंदी

(1) ऐसे विचाराधीन बन्दियों की दशा में किसी भी प्रयोजन से किसी न्यायालय या मजिस्ट्रेट या किसी सक्षम मजिस्ट्रेट के प्रधिकार के अधीन उपस्थित करेन के लिए पुलिस द्वारा मांग की गयी हो तो ये निर्णय लेना कि किन विचाराधीन बंदियों को हथकड़ियों या बेड़ियें दोनो पहनाई जाये या ये देखना कि निर्णय का प्रतिबन्ध किया जाय पुलिस अधिकारियों का उत्तरदायित्व होगा।

प्रतिबन्ध यह है कि उन बंदियों को जिन पर निम्नलिखित अनुसूची में बताये गये अपराधा आरोपित किये गये हों उस समय हथकड़ियां नही लगाई जायेंगी जब वे रेल या सड़कमार्ग से न्यायालय से लौट रहे हो या वहॉ जा रहे हो जब तक कि वे समझने का उचित आधार न हो कि वे भाग जायेंगे हिंसा करेंगे या आत्महत्या करेंगे और जहॉ संभव हो हथकड़ियां लगाने के लिए पुलिस अधीक्षक या मुख्यालय के किसी अन्य ज्येष्ठ अधिकारी के कारणों सहित आदेश न ले लिये गये हों।

आगे यह भी प्रतिबंध है कि उन सभी बन्दियों को जिन पर निम्नलिखित अपराधों से भिन्न कोई अपराध अरोपित किये गये हों रास्ते में हथकड़ियां लगाई जायेंगी यदि यह समझने का उचित आधार हो कि रास्ते में भागने हिंसा या आत्महत्या को रोकने के लिए हथकड़ियां आवश्यक है।

यह भी प्रतिबंध है कि किसी विशेष बंदी या बन्दियों के वर्ग को हथकड़ियां लगाने के सम्बन्ध में राज्य सरकार द्वारा समय समय पर जारी किये गये किन्हीं सामान्य या विशेष आदेशों का अनुसरण किया जायेगा।

भारतीय दंड संहिता– अध्याय 5–ए, 6 और 8 धरायें 153–ए से 160 तक,धारा 170 और 171 को छोड़कर अध्याय 9, अध्याय 9–ए और 10 धारा–216ए, 224, 225 बी और 226 को छोडकर अध्याय 11, अध्याय 11, अध्याय 14 और अध्याय 15 धारा 312 से 316 तक, 323, 334 से 338 तक, 341 से 352 तक 355 से 358 तक, 384 से 389 तक, 403, 404, 421 से 434 तक, 447 और अध्याय17, 19, 20, 21 और 22 और सभी गैर संज्ञेय अपराध।

दंड प्रक्रिया संहित– वे व्यक्ति जिनके विरूद्ध धारा 108 के अधीन कार्यवाही हो रही हो।

अन्य अधिनियम– सभी गैर–संज्ञेय अपराध।

(2) सभी विचाराधीन बंदी जिनके हथकड़ियों लगी हो जेल ले जाते समय और वहॉ से लाते समय उन बंदियों से यथासम्भव अलग रखे जायेंगे जिनको हथकड़ियां न लगी हों।

(3) न्यायालय में जब तक पीठासीन अधिकारी अन्यथा आदेश न दें विचाराधी बंदियों की हथकड़ियां सदैव हटा ली जायेंगी।

(4) हत्या के अपराध के आरोपित विचाराधी बीद की दशा में जिले के मुख्यालय में न्यायालय ले जाते समय बेड़ियां तब तक नहीं लगाई जायेंगी जब तक कि सम्बन्ध बंदी पर हिंसा का कोई अन्य अपराध भी आरोपित न हो या वह खतरनाक या क्रूर अपराधी के रूप में ज्ञात न हो।

(5) मार्ग में विचाराधीन बंदियों को बेड़ियां नहीं पहनायी जायेंगी जब तक कि उन पर हत्या या डकैती के आरोप न हो और जब तक ऐसा करने के विशेष कारण न हों जो मुख्यालय के ज्येष्ठ पुलिस अधिकारी द्वारा अभिलिखित किये जायेंगे।

(6) महिला विचाराधीन बंदियों को तब तक हथकड़ियां नहीं पहनाई जायेंगी जब तक ऐसा करना उनके भाग जाने, हिंसा या आत्महत्या करने से रोकने के लिए अनिवार्य न हो। जहॉ हथकड़ियां पहनाई जायं वहॉ उसके कारण मुख्यालय के ज्येष्ठ पुलिस अधिकारी द्वारा अभिलिखित किये जायेंगे।

11. लोक अभियोजक उपयुक्त दिनांकों पर विचाराधीन बंदियों को सुरक्षित रूप से न्यायालयों से उपस्थित करने का और उन्हे न्यायालय लाने और वहॉ से वापस ले जाने का प्रबंध करेगा। जब न्यायालयों में विचाराधीन बंदियों की उपस्थित अपेक्षित होगी वह सम्बद्ध कारागार के अधीक्षक के पास उन बंदियों को एक सूची भेजेगा और सूची में यह स्पष्ट लिखेगा कि उसकी राय में किन बंदियों को हथकड़ियां और बेड़ियां या दोनो लगाई जानी है और क्या किसी मामले में क्रास बार भी आवश्यक है। लोक अभियोजक ऊपर नियम 8 में दी गयी संख्या के अभिदेश में बंदियों के आचारण को और उन न्यायालयों की संख्या को निमें उन्हें उपस्थित किया जाना हो ध्यान में रखते हुए अनुरक्षक दल की संख्या भी निर्धारित करेगा। लोक अभियोजक आवश्यक संख्या में पुलिस के लिए रिजर्व इन्सपेक्टर से आवेदन करेगा। जहॉ वह यह समझे कि अनुरक्षक दल पूर्णतः या अंशतः बन्दूकों से लैस हो वहॉ वह पुलिस अधीक्षक यास उसकी अनुपस्थिति में मुख्यालय के ज्येष्ठ पुलिस अधिकारी से इसके आदेश प्राप्त करेगा।
12. लोक अभियोजक अनुरक्षक दल के कमाण्डर को विहित पुलिस प्रपत्र संख्या 278 में बंदियों की सूची की दो प्रतियां देगा या यदि संभव हो वह एक प्रति जेल अधीक्षक को भी जिस दिन बंदी अपेक्षित हो उस दिन से एक दिन पूर्व भेजेगा। अनुरक्षक दल का कमाण्डर बंदियों की तलाशी लेने और अपना इस बात का समाधान कर लेने के पश्चात कि बेड़ियां आदि के सम्बन्ध में निर्देशय का पालन किया गया है और स्वयं भी हथकड़ियों आदि के

सम्बन्ध में निर्देश का पालन करेन के पश्चात सूची की एक प्रति पर हस्ताक्षर करेगा जो दण्ड जेल प्राधिकारियों द्वारा रख ली जायेगी।

13. बंदियों को दिये जाने के समय से उनकी सुरक्षित अभिरक्षा का उत्तरदायित्व उनके जेल लौटने तक और जबतक जेलर सूची पर इस बात का प्रमाणपत्र पृष्ठांकित न कर दें कि बंदी सुरक्षित रूपसे जेल लौट आये हैं या उचित और पर्याप्त कारण से नहीं लौटे हैं अनुरक्षक दल के कमाण्डर पर होगा। बंदियों के जेल लौटने के पूर्व लोक अभियोजक सूची में आवश्यक परिवर्धन और परिवर्तन करेगा।

14. जिन बंदियों को हथकड़ियां लगानी आवश्यक हों उनको वे जेल छोड़ने से पूर्व लगा दी जायेंगी। उस दशा में छोड़कर जब बंदी न्यायालय में ही या किसी सुरक्षित स्थान में निरूद्ध हों उनकी हथकड़ियां नहीं हटाई जायेंगी।

15. मजिस्ट्रेट के शिविर न्यायालय में सिद्धदोष बंदी और विचाराधीन बंदी रात में यदि पांच मील के भीतर कोई थाना हो तो थाने की हवालात में रखे जायेंगे। जब वे रात में हवालात के अतिरिक्त किसी अन्य स्थान में रखे जायेंगे तो वे जंजीर द्वारा एक दूसरे से बांध दिये जायेंगे जिसे अनुरक्षक दल के कमाण्डर द्वारा चलने से पूर्व जेल से ली जायेगी। जब दुर्बल बंदियों के लिए वाहन की व्यवस्था करनी हो तो उनके लिए साधारणतयः एक डोली की व्यवस्था की जा सकती है। बंदियों को अनुरक्षक दल का प्रभारी कमाण्डर मजिस्ट्रेट के आदेशों के अधीन रहते हुए मौसम से उनकी रक्षा और उनके परिवहन तथा भोजन के लिए उत्तरदीय होगा।

16. बंदियों को न्यायालय तक और वहॉ से जेल निकटतम मार्ग से ले जाया और लाया जायेगा, परन्तु यथासम्भव बाजार और भीड़ भाड़ के रास्तों से बचा जाना चाहिए।

17. जब महिला बंदियों को न्यायालयों में उपस्थित किया जाय तो इन्हें साधारण हवालाती रक्षकों के साथ नहीं भेजा जायेगा बल्कि अलग रक्षकों की व्यवस्था की जायेगी।

18. जहॉ जेल न्यायालयों से दूरी परस्थित हो वहॉ साधारणतयः बंदी सरकारी गाड़ियों से न्यायालय ले जाया और वापस लाया जायेगा जब तक कि ऐसी गाड़ियां देना सम्भव न हो। कोई बंदी जो अलग सवारी में जाना चाहता हो और स्वयं अपना तथा अपने अनुरक्षक दल का व्यय देने को तैयार हो तो लोक अभियोजक उसे ऐसा करने को अनुमति देगा यदि उसका उपयुक्त प्रबन्ध सुविधापूर्वक किया जा सकता हो।

19. ऐसे बीद जिनके मुकदमें का निस्तारण हो गया होह और जिन्हें जेल वापस भेजा जाना हो, यथासम्भव अन्य बंदियों की प्रतीक्षा किये बिना जेल भेज दिये जायेंगे।

20. यदि उपस्थित रक्षक पर्याप्त न हो तो लोक अभियोजक रिजर्व इन्सपेक्टर से अतिरिक्त रक्षकों के लिए आवेदन करेगा।

21. उन बंदियों की दशा में जिनका साक्ष्य दाण्डिका विचारणों में अपेक्षित हो उनके पुलिस रक्षकों की अभिरक्षा में रहने के समय में उनके भोजन पर होने वाल व्यय या रक्षकों द्वारा अपनी यात्रा में या उन बंदियों की यात्रा में किया गया यात्रा व्यय जो सम्बद्ध न्यायालय

तक जाने आने में हुआ होपुसिल विभाग द्वारा वहन किया जायेगा। यदि किसी मामलें मे न्यायालय इस बात से संतुष्ट हो कि सार्वजनिक न्याय के हित में किसी बंदी का साक्ष्य आवश्यक नहीं है और यदि उक्त बंदी के परीक्षण के लिए आवेदन करने वाला परिवादी या प्रतिवादी उसको न्यायालय तक लाने और ले जाने का अनुमाति व्यय जमा न करें तो न्यायालय को यह अधिकार होगा कि वह ऐसे बंदी को बुलाना अस्वीकार कर दें यह व्यय उस मानक्रम के अनुसार लगाया जायेगा जो इसमें आगे सिविल वादों के मुकदमों के लिए दिया गया है, यदि उक्त बंदी का परीक्षण करने पर न्यायालय का यह मत हो कि सार्वजनिक न्याय के हित में उसका साक्ष्य अपेक्षित नहीं था तो जमा किया गया व्यय न्यायालय के हस्ताक्षरित और मुहर लगे इस बात के प्रमाण पत्र सहित उस जिले के पुलिस अधीक्षक के पास भेज दिया जायेगा जिसमें न्यायालय हो और वह धनराशि राज्य सरकार की स्वीकृति से पुलिस महानिरीक्षक द्वारा जारी किये गये अनुदेशों के अनुसार जमा कर दी जायेगी।

22. व्यय का जमा किया जाना– सिविल वादों में न्यायालय वाद के किसी ऐसा पक्ष से जो अधिनियम के अधीन किसी बंदी को बुलाये जोन के लिए आवेदन करें सम्मन जारी किये जाने के पूर्व ऐसे बंदी को जिसका साक्ष अपेक्षित हो लाने उसके आहार तथा अनुरक्षण के लिए पर्याप्त अनुमानित व्यय को जमा करने की अपेक्षा करेगा।

प्रतिबन्ध वह है कि उस अकिंचन निर्णीतरिणी से किसी व्यय की मांग नहीं की जाएगी जो जेल में हो और जिसने प्रॉविंशियल इन्सालवेंसी एक्ट 1920 की धारा 6 के अधीन दिवालिया घोषित किये जाने के लिए आवेदन किया हो और जिसकी उपस्थिति स्वंय सिविल न्यायालय द्वारा उक्त अधिनियम की धारा 14 के अधीन परीक्षण के लिए अपेक्षित हो या जब न्यायालय इस बात से संतुष्ट हो जाय कि बाद के पक्ष व्यय देने में पूर्णतः असमर्थ हैं।

ऐसे व्यय की निम्नलिखित रूप से गणना की जायेगी–

(ए) रेल या सड़क द्वारा लाना — वास्तविक व्यय जैसा नियम 21 में दिया गया है।

(बी) आहार .... — प्रतिदिन 8 आना जब मैदान में ले जाना को और 12 आना जब पहाड़ी क्षेत्रों में ले जाना हो।

यात्रा और दैनिक भत्ता..... **पुलिस अनुरक्षक दल**

फाईनेंनशियल हैंडबुक 3 के नियम 23 और 27 के अनुसार

अनुरक्षक दल का वेतन..... कार्यालय मैनुअल के प्रस्तर 158 के अनुसार जिसमें दर निम्नलिखित हो

निरीक्षक 12 रू प्रतिदिन उपनिरीक्षक 8 रू प्रतिदिन, हेड कांस्टेबल 5 रू प्रतिदिन, कांस्टेबल 3 रू प्रतिदिन

इस प्रकार जमा की गई धनराशि न्यायालय द्वारा पुलिस अधीक्षक को दी जायेगी जैसा कि नियम 21 में व्यवस्थित है।

23. उपर्युक्त नियम आवश्यक परिवर्तनों के साथ उन बंदियों के मामले लागू होंगे जो अपने विरूद्ध लगाये

गये आरोपों का उत्तर देने के लिए भेजे गये हैं और उन बंदियों के मामलों में भी जो दाण्डिक मामलों में साक्ष्य के लिए भेज जाते हैं।

प्रतिबन्ध यह है कि पूर्वोकत मामलों के दोनों वर्गों में पुलिस विभाग उन के आहार और उन्हें ऐसे न्यायालयों तक लाने और वहॉ से ले जाने का व्यय वहन करेगा जहॉ उनकी उपस्थिति आवश्यक है।

परिशिष्ट–16

अधिसूचना

दण्ड प्रक्रिया संहिता 1973 (अधिनियम संख्या–2 1974) की धारा 432 की उपधारा (5) द्वारा प्रदत्त शक्तियों का प्रयोग करके राज्यपाल दण्डादेशों के निलम्बन के बारे में और उन शर्ता के बारे में जिन पर अर्जियां प्रस्तुत की और निपटाई जानी चाहिए, निदेश देने के लिए एतद्वारा निम्नलिखित सामान्य नियमावली बनाते हैं अर्थात–

उत्तर प्रदेश (बंदियों के दण्डादेश का निलम्बन) नियमावली, 2007

संक्षिप्त नाम, प्रारम्भ और विस्तार

1– (1) यह नियमावली उत्तर प्रदेश (बदियों के दण्डादेश का निलम्बन) नियमावली, –2007 कही जायेगी।

(2) यह गजट में प्रकाशित होने के दिनाक से प्रवृत्त होगी।

(3) इसका विस्तार सम्पूर्ण उत्तर प्रदेश में होगा।

(4) यह नियमावली उत्तर प्रदेश के न्यायालयों द्वारा ऐसे अपराध के लिए जिस पर राज्य की कार्यपालिका शक्ति का विस्तार है. सिद्धदोष बंदियों पर लागू होगी, चाहे वे उत्तर प्रदेश राज्य के भीतर या राज्य के बाहर परिरुद्ध हो. किन्तु वह निम्नलिखित पर लागू नहीं होगी–

(क) ऐसे अपराध के लिए. जिस पर राज्य की कार्यपालिका शक्ति का विस्तार नहीं है, सिद्धदोष बंदियों पर;

(ख) ऐसे बंदियों पर जिन्होंने किसी न्यायालय में दण्डादेश के विरूद्ध लम्बित रहने के दौरान

अपील या पुनरीक्षण फाइल किया हो;

(ग) ऐसे बंदियों पर जिनके विरूद्ध किसी न्यायालय के समक्ष कोई आपराधिक मामला लम्बित हो;

(घ) ऐसे बंदियों पर जो ऐसे अपराध के लिए सिद्धदोष हैं जिसके दण्डादेश का निलम्बन किसी विधि में अनुमन्य नहीं है।

परिभाषाएं

2— जब तक कि संदर्भ से अन्यथा अपेक्षित न हो इस नियमावली में—

(1) 'राज्यपाल' का तात्पर्य उत्तर प्रदेश के राज्यपाल से हैः—

(2) 'सरकार' का तात्पर्य, उत्तर प्रदेश की राज्य सरकार से है;

(3) ''राज्य''का तात्पर्य उत्तर प्रदेश राज्य से है;

(4) 'प्रपत्र' का तात्पर्य इस नियमावली से संलग्न किसी प्रपत्र से है;

दण्डादेश के निलम्बन की शक्ति

3— (1) सरकार किसी बंदी के दण्डादेश का निलम्बन एक माह तक निम्नलिखित आधारों पर कर सकती है —

(क) बंदी के माता, पिता, पति या पत्नी, पुत्र, पुत्री, भाई या बहिन की बीमारी, या

(ख) खण्ड (क) में उल्लिखित सम्बन्धियों में से किसी की मृत्यु, या

(ग) पुत्र, पुत्री, भाई या बहिन का विवाह :

(घ) अपनी निजी भूमि पर कृषि की बुआई या कटाई के लिए, इस प्रतिबंध के साथ कि उसके लिए कोई अन्य वैकल्पिक व्यवस्था उपलब्ध न हो।

(ड) अपने मकान की आवश्यक मरम्मत के लिए इस प्रतिबन्ध के साथ कि उसके लिए कोई अन्य वैकल्पिक व्यवस्था उपलब्ध न हो।

(2) सरकार विशेष परिस्थितियों में उपनियम (1) में निर्दिष्ट दण्डादेश के निलम्बन की अवधि को एक माह से अनधिक अवधि के लिए बढ़ा सकेगी।

दो माह बाद दण्डादेश के निलम्बन अवधि का विस्तारण

4— (1) विशेष परिस्थितियों में किसी बंदी के दण्डादेश के निलम्बन की अवधि राज्यपाल के पूर्वानुमोदन से दो माह से आगे बढ़ाई जा सकती है।

(2) किसी बंदी के दण्डादेश के निलम्बन की कुल अवधि सामान्यतः बारह माह से अधिक नहीं हो सकती है किन्तु

विशेष परिस्थितियों में किसी बंदी के दण्डादेश के निलम्बन की अवधि राज्यपाल के पूर्वानुमोदन से बारह माह से अधिक हो सकती है।

दण्डादेश के निलम्बन के लिये प्रक्रिया

5— (1) दण्डादेश के निलम्बन के लिए प्रार्थना—पत्र स्वयं बंदी द्वारा या बंदी के परिवार के किसी सदस्य या निकट सम्बन्धी द्वारा विहित प्रपत्र—1 में दो प्रतियों में सम्बन्धित जेल के अधीक्षक की मार्फत प्रस्तुत किया जाएगा जो उसकी एक प्रति अपनी अभ्युक्तियों पर प्रपत्र—1, में जेल रिपोर्ट के साथ सरकार को और दूसरी प्रति सम्बन्धित जिला मजिस्ट्रेटको अग्रेषित करेगा।

(2) सरकार बदी के दण्डादेश के निलम्बन की वांछनीयता पर सम्बन्धित जिला मजिस्ट्रेट और पुलिस अधीक्षक से रिपोर्ट मांग सकती है जो ऐसी जांच, जिसे आवश्यक समझी जाय, कराने के पश्चात् अपनी—अपनी रिपोर्ट प्रपत्र—III में 30 दिन के भीतर सरकार को प्रस्तुत करेंगे। उचित मामलों में सरकार दण्ड प्रक्रिया संहिता, 1973 की धारा—432 की उपधारा (2) के अधीन राय मांग सकती है।

(3) सरकार बंदी की आयुः स्वास्थ्य की दशा, भोगे गये दण्डादेश और जेल में उसके चाल—चलन के सम्बन्ध में सम्बन्धित जेल के अधीक्षक से रिपोर्ट मांगेगी।

(4) कोई बंदी किसी दण्डादेश के निलम्बन पर तब तक नहीं छोड़ा जायेगा जब तक कि वह जिला मजिस्ट्रेट के संतोषनुसार व्यक्तिगत बन्ध पत्र के साथ इस आशय की प्रतिभूतियां प्रस्तुत न कर दें कि वह दण्डादेश के निलम्बन की अवधि की समाप्ति पर सम्बन्धित जेल में समर्पण कर देगा और उक्त अवधि के दौरान शान्ति बनाये रखेगा और अच्छा चाल—चलन रखेगा।

दण्डादेश के निलम्बन के लिये शर्तें

6— (1) दण्डादेश का निलम्बन ऐसे बन्दी को, जो हत्या के अपराध के लिए आजीवन कारावास के लिए सिद्धदोष है. तब तक मंजूर नहीं किया जायेगा जब तक कि बन्दी बिना परिहार के न्यूनतम तीन वर्ष का दण्डादेश न भोग चुका हो और डकैती के अपराध के लिए सिद्धदोष बंदी बिना परिहार के न्यूनतम चार वर्ष का दण्डादेश न भोग चुका हो। अन्य समस्त मामलों में दण्डादेश कानिलम्बन तब तक मंजूर नहीं किया जायेगा जब तक कि बंदी बिना परिहार के न्यूनतम एक वर्ष का दण्डादेश न भोग चुका हो।

(2) यदि जिला मजिस्ट्रेट या पुलिस अधीक्षक की यह राय हो कि बन्दी के छोड़े जाने से क्षेत्र की शान्ति और प्रशान्ति पर प्रतिकूल प्रभाव पड़ सकता है. तो दण्डादेश का निलम्बन जघन्य अपराध के लिए किसी सिद्धदोष बंदी को या किसी आभ्यासिक अपराधी को मंजूर नहीं किया जा सकेगा।

(3) दण्डादेश के निलम्बन की अवधि की गणना भोगे गये दण्डादेश की अवधि में नहीं की जायेगी।

(4) किसी बन्दी के दण्डादेश का निलम्बन एक कैलेण्डर वर्ष में एक बार से अधिक किया जा सकेगाः

परन्तु यह कि अपरिहार्य परिस्थितियों यथा, किसी बन्दी के माता–पिता, पति या पत्नी, पुत्र, पुत्री, भाई या बहिन की मृत्यु या बंदी के पुत्र पुत्री, भाई या बहिन का विवाह या प्राकृतिक आपदाओं में किसी बंदी के दण्डादेश को दूसरी बार निलम्बित किया जा सकेगा।

दण्डादेश के निलम्बन की शर्तों के उल्लघंन के लिए दण्ड

7– (1) जेल अधीक्षक दण्डादेश के निलम्बन की अवधि की समाप्ति के पश्चात् किसी के जेल के बाहर नियत अवधि से अधिक ठहरने या अनधिकृत रूप से अनुपस्थित रहने के बारे में सम्बन्धित जिले के जिला मजिस्ट्रेट और महानिदेशक कारागार को सूचित करेगा। सम्बन्धित जिला मजिस्ट्रेट और पुलिस अधीक्षक से उक्त बन्दी को गिरफ्तार करने के लिये अनुरोध करेगा।

(2) कोई बन्दी जिसके दण्डादेश का निलम्बन किसी विनिर्दिष्ट अवधि के लिए किया गया है–

(क) यदि वह सात दिन तक विलम्ब से जेल में समर्पण करता है तो अनुशासनहीनता उसकी जेल पंजी में अभिलिखित की जायेगी।

(ख) यदि वह उन्तीस दिन तक विलम्ब से जेल में समर्पण करता है तो अनुशासनहीनता उसकी पंजी में अभिलिखित की जायेगी और जेल में समर्पण के दिनांक से एक वर्ष के पश्चात छः माह की समाप्ति तक उसे दण्डादेश का निलम्बन मंजूर नहीं किया जायेगा।

(ग) यदि यह एक माह के पश्चात, समर्पण करता है तो अनुशासनहीनता उसकी पंजी में अभिलिखित की

जायेगी और जेल में समर्पण के दिनांक से एक वर्ष के पश्चात एक वर्ष की समाप्ति तक उसे दण्डादेश का निलम्बन मंजूर नहीं किया जायेगा।

(घ) यदि वह दो माह बाद समर्पण करता है तो अनुशासनहीनता उसकी पंजी मेंअभिलिखित की जायेगी और जेल में समर्पण के दिनांक से एक वर्ष पश्चात एक वर्ष व एक माह की समाप्ति तक उसे दण्डादेश का निलम्बन मंजूर नहीं किया जायगा।

(ङ) यदि वह दो माह से अधिक की अवधि के पश्चात समर्पण करता है तो अनुशासनहीनता उसकी पंजी में अभिलिखित की जायेगी और जेल में समर्पण के दिनांक से एक वर्ष के पश्चात प्रत्येक माह के विलम्ब के लिए छः माह की समाप्ति तक उस दण्डादेश का निलम्बन मंजूर नहीं किया जायगा।

(च) यदि वह बारह माह से अधिक की अवधि के लिए बाहर रहता है तो ऐसे बंदी को सामान्यतः दण्डादेश का निलम्बन नहीं किया जायेगा।

(छ) यदि दण्डादेश का निलम्बन असत्य और भ्रामक तथ्य प्रस्तुत करके प्राप्त किया गया हो, तो ऐसे बंदी को भविष्य में कोई दण्डादेश का निलम्बन मंजूर नहीं किया जायेगा।

आज्ञा से,
जगजीत सिंह,
प्रमुख सचिव

संख्या–104 जेएन/22–3–2013–21–जी/1989
लखनऊ : दिनांक 29 जनवरी, 2013

साधारण खण्ड अधिनियम, 1897 (अधिनियम संख्या–10, सन् 1897) के साथ पठित दण्ड प्रक्रिया संहिता 1973 (अधिनियम संख्या–2 सन् 1974) की धारा 432 की उपधारा (5) द्वारा प्रदत्त शक्ति का प्रयोग करके राज्यपाल, उत्तर प्रदेश (बंदियों के दण्डादेश का निलम्बन) नियमावली, 2007 को संशोधित करने की दृष्टि से निम्नलिखित नियमावली बनाते हैं:–

उत्तर प्रदेश (बंदियों के दण्डादेश का निलम्बन) (प्रथम संशोधन) नियमावली, 2012

संक्षिप्त नाम और प्रारम्भ — 1— यह नियमावली उत्तर प्रदेश (बंदियों के दण्डादेश का निलम्बन) (प्रथम संशोधन) नियमावली, 2012 कही जायेगी।

2— यह गजट में इसके प्रकाशन के दिनांक से प्रवृत्त होगी।

नियम—3 का संशोधन — 3— उत्तर प्रदेश (बंदियों उत्तर प्रदेश (बंदियों के दण्डादेश का निलम्बन) नियमावली, 2007 में नीचे स्तम्भ—1 में दिये गये नियम के स्थान पर स्तम्भ—2 में दिये गये नियम रख दिये जायेंगेः—

स्तम्भ—1 विद्यमान नियम	स्तम्भ—2 एतद्द्वारा प्रतिस्थापित नियम
3 (1) सरकार किसी बंदी के दण्डादेश का निलम्बन एक माह तक निम्नलिखित आधारों पर कर सकती है — (क) बंदी के माता, पिता, पति या पत्नी, पुत्र, पुत्री, भाई या बहिन की बीमारी, या (ख) खण्ड (क) में उल्लिखित सम्बन्धियों में से किसी की मृत्यु, या (ग) पुत्र, पुत्री, भाई या बहिन का विवाहः (घ) अपनी निजी भूमि पर कृषि की बुआई या कटाई के लिए, इस प्रतिबंध के साथ कि उसके लिए कोई अन्य वैकल्पिक व्यवस्था उपलब्ध न हो। (ड) अपने मकान की आवश्यक मरम्मत के लिए इस प्रतिबन्ध के साथ कि उसके लिए कोई अन्य वैकल्पिक व्यवस्था उपलब्ध न हो। (2) सरकार विशेष परिस्थितियों में उपनियम (1) में निर्दिष्ट दण्डादेश के निलम्बन की अवधि को एक माह से अनधिक अवधि के लिए बढ़ा सकेगी।	3 (1) सरकार किसी बंदी के दण्डादेश का निलम्बन एक माह तक निम्नलिखित आधारों पर कर सकती है— (क) बंदी के माता, पिता, पति या पत्नी, पुत्र, पुत्री, भाई या बहिन की बीमारी, या (ख) खण्ड (क) में उल्लिखित सम्बन्धियों में से किसी की मृत्यु, या (ग) पुत्र, पुत्री, भाई या बहिन का विवाहः (घ) अपनी निजी भूमि पर कृषि की बुआई या कटाई के लिए, इस प्रतिबंध के साथ कि उसके लिए कोई अन्य वैकल्पिक व्यवस्था उपलब्ध न हो। (ड) अपने मकान की आवश्यक मरम्मत के लिए इस प्रतिबन्ध के साथ कि उसके लिए कोई अन्य वैकल्पिक व्यवस्था उपलब्ध न हो। (2) सरकार विशेष परिस्थितियों में उपनियम (1) में निर्दिष्ट दण्डादेश के निलम्बन की अवधि को एक माह से अनधिक अवधि के लिए बढ़ा सकेगी। (3) उस जिला का जिला मजिस्ट्रेट, जहां का बंदी है, किसी बंदी के दण्ड को निम्नलिखित आधारों पर 72 घंटों के लिये निलम्बित कर सकता हैः— (क) माता, पिता, पति या पत्नी, पुत्र,

पुत्री,भाई या बहिन की मृत्यु
(ख) पुत्र, पुत्री, भाई या बहिन का विवाह

आज्ञा से,

(राकेश)
सचिव
गृह (कारागार)

परिशिष्ट–17

गृह विभाग (कारागार) शासनादेश संख्या सं0 4815/XXII-1714(38)/1947

लखनऊ दिनांक नवम्बर 18, 1959

जेलों में पंचायतों के काम करने के लिए नियम

(i) संक्षप्ति नाम

1. ये नियम ''जेलों में पंचायत प्रणाली के लिए नियम'' के रूप में बुलाया जाएगा।

(ii) परिभाषाएं

i. इन नियमों में जब तक विषय या प्रसंग में कोई बात प्रतिकूल न हो।
ii. सरकार का तात्पर्य उत्तर प्रदेश सरकार है।
iii. महानिरीक्षक का तात्पर्य कारागार महानिरीक्षक, उत्तर प्रदेश।
iv. जेल का तात्पर्य जेल अधिनियम, 1894 (1884 का अधिनियम सं0 9) की धारा 3 में परिभाषित जेल
v. पंचायत का तात्पर्य जेल के पंचायत।
vi. बंदी का तात्पर्य जेल में बंदी व्यक्ति।
vii. अधीक्षक का तात्पर्य जेल का अधीक्षक।

(iii) लक्ष्य और उद्देश्य :–

i. पंचायत के लक्ष्य और उद्देश्य है।
ii. बंदियों को लोकतंत्र के व्यवहार में प्रशिक्षित करना।
iii. जेल के अन्दर बंदियों के बीच अनुशासन के रखरखाव में जेल अधिकारियों की मदद करना तथा
iv. बंदियों के कल्याण के लिए गतिविधियां जैसे साफ–सफाई , खाना–पीना, मनोरंजन आदि को देखना।
v. जेल अधिकारियों की देखरेख में पुस्तकालय का प्रबंधन करना

(iv) बंदियों के अलग–अलग वर्गों के लिए पंचायत

i. हर जेल के कम से कम एक पंचायत होगी।
ii. प्रतिबनध यह है कि वहॉ किसी जेल में एक से अधिक सर्कल है वहॉ हर सर्कल में एक पंचायत होगी।

III. प्रतिबन्ध यह है कि जहॉ कारागार अधिनियम 1894 (1894 का अधिनियम 9) की धारा 27 में दिये गये अनुसार बंदियों के विभिन्न वर्ग एक ही जेल में समिति है, बंदियों के प्रत्येक वर्ग के लिए अलग पंचायत गठित की जाएगी लेकिन जहॉ बंदियों के किसी विशेष वर्ग की संख्या पर्याप्त बड़ी नहीं है, अधीक्षक उस वर्ग के लिए पंचायत गठित किये जाने की अनुमति नहीं भी दे सकता है।

(v) सदस्यों के नाम–

i. प्रत्येक पंचायत में पॉच सदस्य होंगे जिन्हें ''पंच'' कहा जाएगा जो बंदियों के उस सर्कल द्वारा और उसके बीच से निर्वाचित किये जायेंगे जिस वर्ग के वे हैं। पंच संबंधित पंचायत की बैठकों और काम में भाग लेंगे।

ii. जेल अनुशासन नियमों और विनियमों के सभी मामलों में पंचों की स्थिति साधारण कैदियों को सामान होगी और उन्हें जेल के कार्यालय या सिद्धदोषी अधिकारी द्वारा जारी किए गये हर वैध आदेश का पालन करना होगा।

(vi) सरपंच–

i. पंच आपस में से एक सरपंच का चुनाव करेंगे। सरपंच की बैठकों की अध्यक्षता करेगा और पंचायत की कार्यवाही पर हस्ताक्षर करेगा। वह पंचायत की बैठक के दौरान व्यवस्था और अनुशासन बनाए रखने के लिए उत्तरदायी होगा।

(vii) पंचायत की अवधि–

i. पंचायत का कार्यकाल जनवरी के पहले दिन से शुरू होकर और दिसम्बर के आखिरी दिन को समाप्त एक कैलेण्डर वर्ष के लिए होगी। पंचों के चुनाव हर साल एक बार दिसम्बर के महीने में अधीक्षक द्वारा निर्धारित तिथियों का आयोजित किया जाएगा।

ii. प्रतिबन्ध यह है कि यदि किसी आम चुनाव के समय के अलावा अन्य समय रिक्त होती है तो अधीक्षक एक माह की अवधि के भीतर उपचुनाव के द्वारा रिक्ति की व्यवस्था करेगा।

iii. यह भी प्रतिबन्ध है कि यदि परिस्थितियों की यह मांग हो तो अधीक्षक, महानिरीक्षक की पूर्व अनुमति के साथ पंचायत या पंचायतों के कार्यकाल को ऐसी अवधि के लिए विस्तारित कर सकता है जितनी अवधि के लिए महानिरीक्षक अनुमति है।

(viii) पंचों और सरपंचों के चुनाव का तरीका–

i. पंचो और सरसपंच का चुनाव हाथों को दिखाकर किया जाएगा और अधीक्षक द्वारा या उसकी अनुपस्थिति में प्रभारी जेलर द्वारा आयोजित किया जाएगा।

ii. पंचो और सरपंच के चुनाव से उत्पन्न होने वाले सभी मामलों में अधीक्षक का निर्णय अंतिम होगा।

(ix) चुनाव के लिए अयोग्य बंदी–

i. बंदियों की निम्नलिखित श्रेणियां पंचों के लिए चुनाव के पात्र नहीं होंगे–

ii. सुरक्षा बंदी

iii. सिविल बंदी

iv. आतंकवादी गतिविधयों के लिए निरूद्ध बंदी

v. मृत्युदण्ड के तहत बंदी

VI जो बंदी चुनाव के एक वर्ष के भीतर मुक्त होने वाले हों।

VII जो बाहर राजनीतिक दलों के साथ जुड़ने वाले हों

VIII जिनका जेल में आचरण संतोषजनक नहीं है।

I x जो अस्वस्थ दिमाग के हैं।

(x) वर्तमान सदस्य–

i. यदि अन्यथा पात्र हो तो पद छोड़ने वाला पंच फिर से चुनाव की मांग कर सकता है।

(xi) पंचायतों की बैठक–

i. प्रत्येक पंचायत महीने में एक बार बैठेगी। पंचायत की मासिक बैठकों की तिथि सरपंच द्वारा अधीक्षक के पूर्व अनुमोदन से तय की जायेगी। अधीक्षक एक पंचायत को महीने के दौरान किसी भी समय अतिरिक्त बैठकें आयोजित करने के लिए बुला सकता है और फिर पंचायत बैठक करेगी। प्रत्येक बैठक की कार्यवाही लिखने तक कम कर दी जाएगी। इस प्रयोजन के लिए अधीक्षक एक उपयुक्त जेल अधिकारियों को पंचायत बैठक में एक पर्यवेक्षक के रूप में भाग लेने के लिए तैनात करेगा।

(xii) पंचायत के कर्तव्य–

i. पंचायत अधीक्षक द्वारा उसे भेजे गए सभी मामलों पर विचार करेगी और अपनी राय अभिलिखित करेगी।

(xiii) पंचायतों को भेजे जाने वाले मामलें–

i. अधीक्षक सलाह के लिए पंचायत से सहायत लेगा।
ii. बंदियों के बीच मामूली विवाद के सभी मामले।
iii. मामूलदी जेल अपराधों के सभी मामलों में जिसमें वह सजा देने के लिए अधिकृत है।

(xiv) अधीक्षक सजा के मामलों पंचायत की सलाह को महत्व देगा –

i. सजा देने में अधीक्षक पंचायत की सलाह को महत्व देगा लेकिन मानने के लिए बाध्य नहीं होगा।

(xv) पंचायतों को भेजे जाने वाले अन्य मामलें–

i. अधीक्षक आमतौर पर बंदियों के कल्याण की गतिविधियों से सम्बन्धित सभी मामलों पर और विशेष रूप से तरह के मामलों पर पंचायत परामर्श करेगा।
ii. जेलों में उचित स्वच्छता की व्यवस्था।
iii. बन्दियों में खाद्य पदार्थ, कपड़े और अन्य वस्तुएं वितरित करने और
iv. बंदियों के लिए खेलों के आयोजन और अन्य मनोरंजन गतिविधियों की व्यवस्था।

(xvi) महानिरीक्षक को वार्षिक रिपोर्ट–

i. प्रत्येक वर्ष जनवरी के अंत तक अधीक्षक महानिरीक्षक को पूर्ववर्ती वर्ष के दौरान उसकी जेल में पंचायत की कार्य प्रणाली पर एक रिपोर्ट प्रस्तुत करेगा।

(xvii) सरकार को वार्षिक रिपोर्ट–

i. महानरिरीक्षक मार्च के अंत तक उत्तर प्रदेश में सभी जेलों में पंचायत की कार्य प्रणाली पर एक समेकित रिपोर्ट सरकार को प्रस्तुत करेगा।

(xviii) पंचायत प्रणाली पर रोक लगाने और किसी विशेष जेल से सम्बन्धित नियमों में बदलाव करने के महानिरीक्षक के अधिकार–

i. महानिरीक्षक जैसे वह आवश्यक समझे, उतनी अवधि के लिए किसी भी जेल या जेल के एक घेरे में पंचायत प्रणाली के संचालन को रोक सकता है।

ii. महानिरीक्षक सरकार की अनुमति के साथ किसी विशेष जेल से सम्बन्धित नियमों में ऐसे बदलाव कर सकता है जैसे उस जेल की विशेष स्थितियों के लिए आवश्यक है।

ह0– अनूप सिंह,
उप सचिव,
उत्तर प्रदेश शासन।

अवनीश कुमार अवस्थी
अपर मुख्य सचिव।